

SIT30707 Certificate III in Hospitality

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in skilled operations with the need to apply discretion and judgement. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- preparing and serving drinks at a bar
- preparing and serving espresso coffee
- serving food, wine and other beverages at tables
- providing reception or front desk services
- providing housekeeping services
- providing gaming services.

Possible job titles include:

- bar attendant
- barista
- waiter
- wine waiter
- front desk receptionist
- housekeeper
- gaming attendant.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT30707 Certificate III in Hospitality

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues and customers to determine their specific needs; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to customer problems and complaints; interpreting and providing clear and accurate information to customers to ensure a positive hospitality experience.
Teamwork	Working as a skilled team member providing instructions, building group cohesion and applying discretion and judgement as needed; understanding own role in delivering the hospitality experience and servicing the needs of customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with operational activities; mitigating problems by making acceptable adjustments to operational activities that adhere to the predetermined requirements and customer requests; identifying and clarifying the extent of problems that arise during operational activities, taking responsibility for or requesting assistance from other team members in resolving issues; using predetermined policies and procedures to guide solutions to operational problems.
Initiative and enterprise	Showing independence and initiative required to take a lead role in delivering the hospitality experience; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a range of hospitality product and service concepts to improve existing product and

Employability skill	Industry/enterprise requirements for this qualification include:
	service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer and product information to allow for efficient delivery of the hospitality experience; collecting, analysing and selecting appropriate information to meet the needs of the specific customer group, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting successes or deficiencies of the hospitality experience being delivered.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in hospitality sales and service; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and delivering hospitality sales and service; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the hospitality knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and deliver quality customer service.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Hospitality, 16 units must be completed:

- all 8 core units
- 8 elective units:

For this qualification, electives may be selected to meet either a specialist or multi-skilled job outcome, as follows.

Specialisations:

- a minimum of 6 units must be selected from either Elective Group A - Food and Beverage, Elective Group B - Accommodation Services, or Elective Group C - Gaming
- the remaining units may be selected from the general elective units below, or from this or another endorsed Training Package or accredited course

Multi-skilling:

- a minimum of 6 elective units must be selected from the general elective units listed below
- the remaining units may be selected from this or another endorsed Training Package or accredited course
- a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHIND001B	Develop and update hospitality industry knowledge
SITXCCS002A	Provide quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXHRM001A	Coach others in job skills
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

Plus one of the following:

SITHFAB021A Provide and coordinate food and beverage service *

SITHIND003A Provide and coordinate hospitality service **

* For candidates completing a Food and Beverage specialisation, SITHFAB021A Provide and coordinate food and beverage service must be completed.

** For candidates NOT completing a Food and Beverage specialisation, SITHIND003A Provide and coordinate hospitality service must be completed.

ELECTIVE GROUP A - FOOD AND BEVERAGE

Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB227A	Operate and monitor cellar systems
SITHFAB007A	Complete retail liquor sales
SITHFAB008A	Provide room service
SITHFAB009A	Provide responsible service of alcohol
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB013A	Provide specialist advice on food
SITHFAB015A	Prepare and serve cocktails
SITHFAB017A	Provide gueridon service
SITHFAB018A	Provide silver service
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB323A	Provide advice on beers, spirits and liqueurs
SITHFAB324A	Provide specialised advice on food and beverage matching

SITHFAB325A	Provide specialised advice on Australian wines
SITHFAB326A	Provide specialised advice on imported wines

ELECTIVE GROUP B - ACCOMMODATION SERVICES	
Accommodation Services	
SITHACS001B	Provide accommodation reception services
SITHACS002B	Conduct night audit
SITHACS003A	Provide porter services
SITHACS004B	Provide housekeeping services to guests
SITHACS005B	Prepare rooms for guests
SITHACS006B	Clean premises and equipment
SITHACS007B	Launder linen and guest clothes
SITHACS008B	Provide valet service
Client and Customer Service	
SITXCCS001B	Provide visitor information
Computer Operations and ICT Management	
BSBITU306A	Design and produce business documents

Tourism Sales and Operations

SITTTSL007B Receive and process reservations

SITTTSL010B Control reservations or operations using a computerised system

ELECTIVE GROUP C - GAMING**Computer Operations and ICT Management**

BSBWOR204A Use business technology

Gaming

SITHGAM001A	Attend gaming machines
SITHGAM002A	Operate a TAB outlet
SITHGAM003A	Conduct a Keno game
SITHGAM004B	Analyse and report on gaming machine data
SITHGAM006A	Provide responsible gambling services
SITHGAM007A	Operate table games
SITHGAM008A	Deal a Baccarat game
SITHGAM009A	Conduct a Big Wheel game
SITHGAM010A	Deal a Blackjack game
SITHGAM011A	Deal a Poker game
SITHGAM012A	Deal a Pontoon game
SITHGAM013A	Conduct a Rapid Roulette game
SITHGAM014A	Conduct a Roulette game
SITHGAM015A	Conduct a Sic Bo game
SITHGAM016A	Spruik at a games location

Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records

GENERAL ELECTIVE UNITS**Accommodation Services**

SITHACS001B	Provide accommodation reception services
SITHACS002B	Conduct night audit
SITHACS003A	Provide porter services
SITHACS004B	Provide housekeeping services to guests
SITHACS005B	Prepare rooms for guests
SITHACS006B	Clean premises and equipment
SITHACS007B	Launder linen and guest clothes
SITHACS008B	Provide valet service

Administration

SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Client and Customer Service

SITXCCS001B	Provide visitor information
SIRXCCS001A	Apply point-of-sale handling procedures
SITXCCS004A	Provide club reception services

Commercial Cookery and Catering

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC006A	Prepare appetisers and salads
SITHCCC007A	Prepare sandwiches
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet

Communication and Teamwork

SITXCOM003A	Deal with conflict situations
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements

Computer Operations and ICT Management	
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR204A	Use business technology
Environmental Sustainability	
SITXENV001A	Participate in environmentally sustainable work practices
Finance	
SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN003A	Interpret financial information
BSBFIA303A	Process accounts payable and receivable
First Aid	
HLTFA301B	Apply first aid

Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB227A	Operate and monitor cellar systems
SITHFAB007A	Complete retail liquor sales
SITHFAB008A	Provide room service
SITHFAB009A	Provide responsible service of alcohol
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB013A	Provide specialist advice on food
SITHFAB015A	Prepare and serve cocktails
SITHFAB016A	Plan and monitor espresso coffee service
SITHFAB017A	Provide gueridon service
SITHFAB018A	Provide silver service
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB325A	Provide specialised advice on Australian wines

Food Safety

SITXFSA001A	Implement food safety procedures
SITXFSA003A	Transport and store food in a safe and hygienic manner

Gaming

SITHGAM001A	Attend gaming machines
SITHGAM002A	Operate a TAB outlet
SITHGAM003A	Conduct a Keno game
SITHGAM004B	Analyse and report on gaming machine data
SITHGAM006A	Provide responsible gambling services
SITHGAM007A	Operate table games
SITHGAM008A	Deal a Baccarat game
SITHGAM009A	Conduct a Big Wheel game
SITHGAM010A	Deal a Blackjack game
SITHGAM011A	Deal a Poker game
SITHGAM012A	Deal a Pontoon game
SITHGAM013A	Conduct a Rapid Roulette game
SITHGAM014A	Conduct a Roulette game
SITHGAM015A	Conduct a Sic Bo game
SITHGAM016A	Spruik at a games location

Inventory

SITXINV001A Receive and store stock

SITXINV002A Control and order stock

Languages other than English

SITXLAN1__A Conduct basic workplace oral communication in a language other than English

SITXLAN2__A Conduct routine workplace oral communication in a language other than English

SITXLAN3__A Conduct workplace oral communication in a language other than English

SITXLAN5__A Read and write workplace information in a language other than English

Occupational Health and Safety

SITXOHS003B Identify hazards, and assess and control safety risks

SITXOHS004B Implement and monitor workplace health, safety and security practices

Quality and Innovation

SITXQUA001A Contribute to workplace improvements

SITXQUA002A Originate and develop a concept

SIRXQUA001A Develop innovative ideas at work

Risk Management and Security

CPPSEC3018A	Provide for the safety of persons at risk
CPPSEC2012A	Monitor and control individual and crowd behaviour
SIRXRSK001A	Minimise theft
SITXCCS305A	Provide lost and found facility

Sales

SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services

Tourism Sales and Operations

SITTTSL007B	Receive and process reservations
SITTTSL010B	Control reservations or operations using a computerised system

Examples of elective units relevant to specific job outcomes and contexts at this level are as follows:

Bar attendant in a hotel or club (Food and Beverage specialisation)

SITHFAB001C Clean and tidy bar areas
SITHFAB002C Operate a bar
SITHFAB009A Provide responsible service of alcohol
SITHFAB015A Prepare and serve cocktails
SITHFAB325A Provide specialised advice on Australian wines
SITHFAB227A Operate and monitor cellar systems
SITXFIN001A Process financial transactions
SITXINV001A Receive and store stock

Coffee machine operator or waiter in a small cafe (Food and Beverage specialisation)

SITHCCC001B Organise and prepare food
SITHCCC007A Prepare sandwiches
SITHFAB004A Provide food and beverage service
SITHFAB005A Provide table service of alcoholic beverages
SITHFAB009A Provide responsible service of alcohol
SITHFAB010C Prepare and serve non-alcoholic beverages
SITHFAB011A Develop and update food and beverage knowledge
SITHFAB012B Prepare and serve espresso coffee
SITXFIN001A Process financial transactions
SITXOHS002A Follow workplace hygiene procedures

Waiter in a fine dining restaurant (Food and Beverage specialisation)

SITHFAB003A Serve food and beverage to customers
SITHFAB004A Provide food and beverage service
SITHFAB005A Provide table service of alcoholic beverages
SITHFAB009A Provide responsible service of alcohol
SITHFAB011A Develop and update food and beverage knowledge
SITHFAB018A Provide silver service
SITHFAB325A Provide specialised advice on Australian wines
SITXFIN001A Process financial transactions

Wine waiter in a restaurant (Multi-skilling)

SITHFAB005A Provide table service of alcoholic beverages
SITHFAB009A Provide responsible service of alcohol
SITHFAB011A Develop and update food and beverage knowledge
SITHFAB013A Provide specialist advice on food
SITHFAB222A Conduct a product tasting for alcoholic beverages
SITHFAB325A Provide specialised advice on Australian wines
SITXFIN001A Process financial transactions

Front desk receptionist in a hotel (Accommodation Services specialisation)

BSBITU306A Design and produce business documents
SITHACS001B Provide accommodation reception services
SITHACS002 Conduct night audit
SITTTSL007B Receive and process reservations
SITTTSL010B Control reservations or operations using a computerised system
SITXADM001A Perform office procedures
SITXCCS001B Provide visitor information

SITXFIN001A Process financial transactions

Gaming attendant in club, hotel or casino (Gaming specialisation)

SITHFAB005A Provide table service of alcoholic beverages

SITHFAB009A Provide responsible service of alcohol

SITHGAM001A Attend gaming machines

SITHGAM002A Operate a TAB outlet

SITHGAM003A Conduct a Keno game

SITHGAM004B Analyse and report on gaming machine data

SITHGAM006A Provide responsible gambling services

SITXFIN001A Process financial transactions

SIT30807 Certificate III in Hospitality (Commercial Cookery)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified cook. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- preparing appetisers, salads, stocks, sauces and soups
- preparing vegetables, fruit, eggs and farinaceous dishes
- selecting, preparing and cooking poultry, seafood and meat
- preparing hot and cold desserts, pastries, cakes and yeast goods
- planning and preparing food for buffets.

Possible job title includes:

- cook.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT30807 Certificate III in Hospitality (Commercial Cookery)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Working as a skilled team member providing instructions, building group cohesion and applying discretion and judgement as needed; understanding own role in kitchen operations and servicing the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with kitchen operations; mitigating problems by making acceptable adjustments to kitchen operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that arise during kitchen operations, taking responsibility for or requesting assistance from other team members in resolving issues; using predetermined policies and procedures to guide solutions to problems in the kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in kitchen operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and

Employability skill	Industry/enterprise requirements for this qualification include:
	discussing a range of hospitality product and service concepts affecting kitchen operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer and product information to allow for efficient kitchen operations; collecting, analysing and selecting appropriate information and products to meet the needs of customers, pacing the delivery of information and services to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in kitchen operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in kitchen operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of food items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the commercial cookery knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and cook a diverse range of food items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Hospitality (Commercial Cookery), 29 units must be completed:

- all 26 core units
- 3 elective units:
 - a minimum of 2 elective units must be selected from the electives listed below
 - the remaining unit may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC006A	Prepare appetisers and salads
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC010A	Select, prepare and cook poultry
SITHCCC011A	Select, prepare and cook seafood
SITHCCC012A	Select, prepare and cook meat
SITHCCC013A	Prepare hot and cold desserts

SITHCCC014A	Prepare pastries, cakes and yeast goods
SITHCCC016A	Develop cost-effective menus
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC028A	Prepare, cook and serve food for menus
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFSA001A	Implement food safety procedures
SITXHRM001A	Coach others in job skills
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
HLTFA301B	Apply first aid

ELECTIVE UNITS

Administration

SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Asian Cookery

SITHASC001A	Use basic Asian methods of cookery
SITHASC002A	Produce appetisers and snacks for Asian cuisines
SITHASC003A	Prepare stocks and soups for Asian cuisines
SITHASC004A	Prepare sauces, dips and accompaniments for Asian cuisines
SITHASC005A	Prepare salads for Asian cuisines
SITHASC006A	Prepare rice and noodles for Asian cuisines
SITHASC007A	Prepare meat, poultry, seafood and vegetables for Asian cuisines
SITHASC008B	Prepare desserts for Asian cuisines
SITHASC009A	Prepare curry paste and powder for Asian cuisines
SITHASC010A	Prepare satay for Asian cuisines
SITHASC011A	Prepare vegetarian dishes for Asian cuisines
SITHASC012A	Select, prepare and serve specialised Asian cuisines
SITHASC015A	Prepare and produce Japanese raw fish (sashimi)
SITHASC016A	Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A	Prepare and produce Japanese one pot cookery
SITHASC018A	Prepare and produce Japanese rice cookery
SITHASC019A	Prepare and produce Japanese fruit-based desserts, cakes and sweetmeats
SITHASC020A	Prepare and produce Chinese dim sum
SITHASC021A	Prepare and cook Chinese roast meat cuts and poultry
SITHASC022A	Prepare and produce tandoori food items
SITHASC023A	Prepare and produce Indian breads

SITHASC024A	Prepare and produce Indian sweetmeats
SITHASC025A	Prepare and produce Indian chutney and pickles
SITHASC026A	Prepare and produce Indonesian crackers
Client and Customer Service	
SITXCCS001B	Provide visitor information
SITXCCS002A	Provide quality customer service
SIRXCCS001A	Apply point-of-sale handling procedures

Commercial Cookery and Catering

SITHCCC007A	Prepare sandwiches
SITHCCC015A	Plan and prepare food for buffets
SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes
SITHCCC033B	Apply catering control principles
SITHCCC034A	Apply cook-freeze production processes
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHCCC036B	Select catering systems

Communication and Teamwork	
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements
Computer Operations and ICT Management	
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR204A	Use business technology
Environmental Sustainability	
SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices
Finance	
SITXFIN003A	Interpret financial information
Food Safety	
SITXFSA003A	Transport and store food in a safe and hygienic manner

Inventory

SITXINV001A Receive and store stock

SITXINV002A Control and order stock

Languages other than English

SITXLAN1__A Conduct basic workplace oral communication in a language other than English

SITXLAN2__A Conduct routine workplace oral communication in a language other than English

SITXLAN3__A Conduct workplace oral communication in a language other than English

SITXLAN5__A Read and write workplace information in a language other than English

Occupational Health and Safety

SITXOHS003B Identify hazards, and assess and control safety risks

SITXOHS004B Implement and monitor workplace health, safety and security practices

Quality and Innovation

SITXQUA001A Contribute to workplace improvements

SITXQUA002A Originate and develop a concept

SIRXQUA001A Develop innovative ideas at work

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Qualified cook in large restaurant

SITHCCC015A Plan and prepare food for buffets

SITHCCC018A Prepare pâtés and terrines

SITHCCC036B Select catering systems

Qualified cook in a cafe or small restaurant serving some Asian dishes

SITHASC001A Use basic Asian methods of cookery

SITHASC003A Prepare stocks and soups for Asian cuisines

SITHASC006A Prepare rice and noodles for Asian cuisines

SIT30907 Certificate III in Hospitality (Asian Cookery)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified cook in an Asian kitchen. Work would be undertaken in various hospitality enterprises where Asian food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- basic Asian cooking
- preparing vegetarian dishes for Asian cuisines
- preparing and serving specialised Asian cuisines
- planning menus for Asian cuisines
- preparing Japanese raw fish (sashimi)
- preparing Chinese dim sum
- preparing tandoori food items
- preparing Indonesian crackers.

Possible job titles include:

- cook.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT30907 Certificate III in Hospitality (Asian Cookery)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Working as a skilled team member providing instructions, building group cohesion and applying discretion and judgement as needed; understanding own role in Asian kitchen operations and servicing the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with Asian kitchen operations; mitigating problems by making acceptable adjustments to Asian kitchen operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that arise during Asian kitchen operations, taking responsibility for or requesting assistance from other team members in resolving issues; using predetermined policies and procedures to guide solutions to problems in the kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in Asian kitchen operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to

Employability skill	Industry/enterprise requirements for this qualification include:
	ensure efficient operational delivery; identifying and discussing a range of hospitality product and service concepts affecting Asian kitchen operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer and product information to allow for efficient Asian kitchen operations; collecting, analysing and selecting appropriate information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in Asian kitchen operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in Asian kitchen operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of Asian food items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the Asian cookery knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and cook a diverse range of Asian food items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Hospitality (Asian Cookery), 28 units must be completed:

- all 24 core units
- 4 elective units:
 - a minimum of 3 elective units must be selected from the electives listed below
 - the remaining unit may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHASC001A	Use basic Asian methods of cookery
SITHASC002A	Produce appetisers and snacks for Asian cuisines
SITHASC003A	Prepare stocks and soups for Asian cuisines
SITHASC004A	Prepare sauces, dips and accompaniments for Asian cuisines
SITHASC005A	Prepare salads for Asian cuisines
SITHASC006A	Prepare rice and noodles for Asian cuisines
SITHASC007A	Prepare meat, poultry, seafood and vegetables for Asian cuisines
SITHASC027A	Prepare, cook and serve Asian food for food service
SITHASC028A	Prepare, cook and serve Asian food for menus

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC016A	Develop cost-effective menus
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFSA001A	Implement food safety procedures
SITXHRM001A	Coach others in job skills
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
HLTFA301B	Apply first aid

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Asian Cookery

SITHASC008B	Prepare desserts for Asian cuisines
SITHASC009A	Prepare curry paste and powder for Asian cuisines
SITHASC010A	Prepare satay for Asian cuisines
SITHASC011A	Prepare vegetarian dishes for Asian cuisines
SITHASC012A	Select, prepare and serve specialised Asian cuisines
SITHASC013B	Plan menus for Asian cuisines
SITHASC015A	Prepare and produce Japanese raw fish (sashimi)
SITHASC016A	Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A	Prepare and produce Japanese one pot cookery
SITHASC018A	Prepare and produce Japanese rice cookery
SITHASC019A	Prepare and produce Japanese fruit-based desserts, cakes and sweetmeats
SITHASC020A	Prepare and produce Chinese dim sum
SITHASC021A	Prepare and produce Chinese roast meat cuts and poultry
SITHASC022A	Prepare and produce tandoori food items
SITHASC023A	Prepare and produce Indian breads
SITHASC024A	Prepare and produce Indian sweetmeats
SITHASC025A	Prepare and produce Indian chutney and pickles
SITHASC026A	Prepare and produce Indonesian crackers

Client and Customer Service

SITXCCS001B	Provide visitor information
SITXCCS002A	Provide quality customer service

Commercial Cookery and Catering

SITHCCC007A	Prepare sandwiches
SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes
SITHCCC033B	Apply catering control principles
SITHCCC034A	Apply cook-freeze production processes
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHCCC036B	Select catering systems

Communication and Teamwork	
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements
Environmental Sustainability	
SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices
Finance	
SITXFIN003A	Interpret financial information
Food Safety	
SITXFSA003A	Transport and store food in a safe and hygienic manner
Computer Operations and ICT Management	
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR204A	Use business technology

Inventory

SITXINV001A Receive and store stock

SITXINV002A Control and order stock

Languages other than English

SITXLAN1__A Conduct basic workplace oral communication in a language other than English

SITXLAN2__A Conduct routine workplace oral communication in a language other than English

SITXLAN3__A Conduct workplace oral communication in a language other than English

SITXLAN5__A Read and write workplace information in a language other than English

Occupational Health and Safety

SITXOHS003B Identify hazards, and assess and control safety risks

SITXOHS004B Implement and monitor workplace health, safety and security practices

Quality and Innovation

SITXQUA001A Contribute to workplace improvements

SITXQUA002A Originate and develop a concept

SIRXQUA001A Develop innovative ideas at work

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Cook in a large Japanese restaurant

SITHASC013B Plan menus for Asian cuisines

SITHASC015A Prepare and produce Japanese raw fish (sashimi)

SITHASC016A Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes

SITHASC018A Prepare and produce Japanese rice cookery

Cook in a small Vietnamese or Thai restaurant

SITHASC010A Prepare satay for Asian cuisines

SITHASC011A Prepare vegetarian dishes for Asian cuisines

SITHASC012A Select, prepare and serve specialised Asian cuisines

SITHASC013B Plan menus for Asian cuisines

SIT31007 Certificate III in Hospitality (Catering Operations)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in a range of skilled catering operations with the need to apply discretion and judgement. Work would be undertaken in various catering settings such as hospitals and aged care facilities, sporting and entertainment venues, hotel banqueting departments, cook-chill production kitchens and mobile catering businesses of varying size. Individuals may have some responsibility for others and provide technical advice and support to a team.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- basic cooking
- applying cook-chill and cook-freeze production processes
- preparing menus and foods according to dietary and cultural needs
- packaging, transporting and storing food in a safe and hygienic manner
- serving food and beverage to customers.

Possible job titles include:

- cook
- leading hand or food service assistant.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT31007 Certificate III in Hospitality (Catering Operations)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues and customers to determine their specific needs; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues and customers to ensure a positive hospitality experience.
Teamwork	Working as a skilled team member providing instructions, building group cohesion and applying discretion and judgement as needed; understanding own role in catering operations and servicing the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with catering operations; mitigating problems by making acceptable adjustments to catering operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that arise during catering operations, taking responsibility for or requesting assistance from other team members in resolving issues; using predetermined policies and procedures to guide solutions to operational problems.
Initiative and enterprise	Showing independence and initiative required to take a lead role in catering operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a range of hospitality product and service concepts affecting

Employability skill	Industry/enterprise requirements for this qualification include:
	catering operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer and product information to allow for efficient catering operations; collecting, analysing and selecting appropriate information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in catering operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in catering operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and delivering catering sales and service; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the catering knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and deliver quality customer service.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Hospitality (Catering Operations), 25 units must be completed:

- all 20 core units
- 5 elective units:
 - a minimum of 2 elective units must be selected from the electives listed below
 - the remaining 3 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC016A	Develop cost-effective menus
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC030A	Package prepared foodstuffs
SITHCCC033B	Apply catering control principles
SITHIND001B	Develop and update hospitality industry knowledge
SITHIND003A	Provide and coordinate hospitality service
SITXCCS002A	Provide quality customer service
SITXCOM001A	Work with colleagues and customers

SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFSA001A	Implement food safety procedures
SITXFSA003A	Transport and store food in a safe and hygienic manner
SITXHRM001A	Coach others in job skills
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information
Client and Customer Service	
SITXCCS001B	Provide visitor information
SIRXCCS001A	Apply point-of-sale handling procedures

Commercial Cookery and Catering

SITHCCC006A	Prepare appetisers and salads
SITHCCC007A	Prepare sandwiches
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC010A	Select, prepare and cook poultry
SITHCCC011A	Select, prepare and cook seafood
SITHCCC012A	Select, prepare and cook meat
SITHCCC013A	Prepare hot and cold desserts
SITHCCC014A	Prepare pastries, cakes and yeast goods
SITHCCC015A	Plan and prepare food for buffets
SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes

SITHCCC034A	Apply cook-freeze production processes
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHCCC036B	Select catering systems
SITHCCC038B	Plan catering for an event or function
Communication and Teamwork	
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements
Computer Operations and ICT Management	
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR204A	Use business technology
Environmental Sustainability	
SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events	
SITXEVT005B	Organise in-house events or functions
Finance	
SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN003A	Interpret financial information
First Aid	
HLTFA301B	Apply first aid

Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB009A	Provide responsible service of alcohol
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB013A	Provide specialist advice on food
SITHFAB018A	Provide silver service
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB325A	Provide specialised advice on Australian wines

Inventory

SITXINV001A	Receive and store stock
SITXINV002A	Control and order stock

Languages other than English

SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
SITXLAN3__A	Conduct workplace oral communication in a language other than English
SITXLAN5__A	Read and write workplace information in a language other than English

Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
SITXOHS004B	Implement and monitor workplace health, safety and security practices

Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Cook working in hospital

SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes

SITHCCC010A Select, prepare and cook poultry

SITHCCC029A Prepare foods according to dietary and cultural needs

SITHCCC035A Develop menus to meet special dietary and cultural needs

SITHFAB003A Serve food and beverage to customers

Cook working in cook-chill kitchen

HLTFA301B Apply first aid

SITHCCC010A Select, prepare and cook poultry

SITHCCC012A Select, prepare and cook meat

SITHCCC029A Prepare foods according to dietary and cultural needs

SITHCCC032A Apply cook-chill production processes

Leading hand or food service assistant in a function facility

SITHFAB002C Operate a bar

SITHFAB004A Provide food and beverage service

SITHFAB009A Provide responsible service of alcohol

SITHFAB012B Prepare and serve espresso coffee

SITXFIN001A Process financial transactions

SIT40307 Certificate IV in Hospitality

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in skilled operations and team leading or supervision. Work would be undertaken in various hospitality settings such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- supervising the operation of a bar or restaurant
- supervising activities of a front desk or reception
- supervising concierge services
- providing butler services
- supervising gaming operations.

Possible job titles include:

- food and beverage supervisor
- front office supervisor
- concierge
- butler
- gaming supervisor.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT40307 Certificate IV in Hospitality

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues and customers to determine their specific needs; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to customer problems and complaints; interpreting and providing clear and accurate information to customers to ensure a positive hospitality experience.
Teamwork	Leading team members, providing instructions and building group cohesion; working with enterprise managers and suppliers as a team member and understanding own lead role in meeting the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with operational activities; mitigating problems by making acceptable adjustments that adhere to the predetermined requirements and customer requests; identifying and clarifying the extent of problems that may arise; taking responsibility for or requesting assistance from enterprise managers and suppliers in resolving issues; using predetermined policies and procedures to guide solutions to operational problems.
Initiative and enterprise	Showing independence and initiative required to take a lead role in delivering the hospitality experience; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient delivery; identifying and discussing a range of hospitality product

Employability skill	Industry/enterprise requirements for this qualification include:
	and service concepts to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer, product and supplier information to allow for efficient delivery of the hospitality experience; collecting, analysing and selecting appropriate generalist and specialist information to meet the needs of the specific customer group, pacing the delivery of information and service to meet operational and service requirements; participating in continuous improvement by reporting success or deficiencies of the hospitality experience being delivered.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in hospitality sales and service; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and delivering hospitality sales and service; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the general and specialist hospitality knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and deliver quality customer service.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate IV in Hospitality, 26 units must be completed:

- all 14 core units
- 12 elective units:
 - a minimum of 8 elective units must be selected from the electives listed below
 - the remaining 4 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHIND003A	Provide and coordinate hospitality service
SITXCCS002A	Provide quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXHRM001A	Coach others in job skills
SITXHRM005A	Lead and manage people
SITXINV001A	Receive and store stock
SITXINV002A	Control and order stock

SITXMGT001A	Monitor work operations
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004B	Implement and monitor workplace health, safety and security practices

ELECTIVE UNITS	
Accommodation Services	
SITHACS001B	Provide accommodation reception services
SITHACS002B	Conduct night audit
SITHACS003A	Provide porter services
SITHACS004B	Provide housekeeping services to guests
SITHACS005B	Prepare rooms for guests
SITHACS006B	Clean premises and equipment
SITHACS007B	Launder linen and guests clothes
SITHACS008B	Provide valet service

Administration

SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Client and Customer Service

SIRXCCS001A	Apply point-of-sale handling procedures
SITXCCS001B	Provide visitor information
SITXCCS004A	Provide club reception services

Commercial Cookery and Catering

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises

SITHCCC006A	Prepare appetisers and salads
SITHCCC007A	Prepare sandwiches
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet
SITHCCC038B	Plan catering for an event or function

Communication and Teamwork

SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements

Computer Operations and ICT Management

BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU203A	Communicate electronically
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBITA401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBWOR204A	Use business technology
CUFIMA01A	Produce and manipulate digital images
ICAS1193B	Connect a workstation to the internet
ICAS2017B	Maintain system integrity

Environmental Sustainability

SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events

SITXEVT005B	Organise in-house events or functions
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Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports

First Aid

HLTFA301B	Apply first aid
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Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB007A	Complete retail liquor sales
SITHFAB008A	Provide room service
SITHFAB009A	Provide responsible service of alcohol
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB013A	Provide specialist advice on food
SITHFAB015A	Prepare and serve cocktails
SITHFAB016A	Plan and monitor espresso coffee service
SITHFAB017A	Provide gueridon service
SITHFAB018A	Provide silver service
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB428A	Manage the sale or service of wine
SITHFAB323A	Provide advice on beers, spirits and liqueurs
SITHFAB324A	Provide specialised advice on food and beverage matching
SITHFAB325A	Provide specialised advice on Australian wines
SITHFAB326A	Provide specialised advice on imported wines
SITHFAB227A	Operate and monitor cellar systems

Food Safety

SITXFSA001A Implement food safety procedures

SITXFSA003A Transport and store food in a safe and hygienic manner

Gaming

SITHGAM001A Attend gaming machines

SITHGAM002A Operate a TAB outlet

SITHGAM003A Conduct a Keno game

SITHGAM004B Analyse and report on gaming machine data

SITHGAM006A Provide responsible gambling services

SITHGAM007A Operate table games

SITHGAM008A Deal a Baccarat game

SITHGAM009A Conduct a Big Wheel game

SITHGAM010A Deal a Blackjack game

SITHGAM011A Deal a Poker game

SITHGAM012A Deal a Pontoon game

SITHGAM013A Conduct a Rapid Roulette game

SITHGAM014A Conduct a Roulette game

SITHGAM015A Conduct a Sic Bo game

SITHGAM016A Spruik at a games location

Governance and Legal Compliance	
SITXGLC001A	Develop and update legal knowledge required for business compliance
Human Resource Management	
SITXHRM002A	Recruit, select and induct staff
SITXHRM003A	Roster staff
SITXHRM004A	Manage volunteers
SITXHRM006A	Monitor staff performance
SITXHRM009A	Provide mentoring support to business colleagues
Languages other than English	
SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
SITXLAN3__A	Conduct workplace oral communication in a language other than English
SITXLAN4__A	Conduct complex workplace oral communication in a language other than English
SITXLAN5__A	Read and write workplace information in a language other than English
SITXLAN6__A	Read and write workplace documents in a language other than English

Management and Leadership

SITXMGT002A	Develop and implement operational plans
SITXMGT004A	Develop and implement a business plan
SITXMGT006A	Establish and conduct business relationships

Marketing and Public Relations

SITXMPR001A	Coordinate production of brochures and marketing materials
SITXMPR002A	Create a promotional display or stand
SITXMPR003A	Plan and implement sales activities
SITXMPR004A	Coordinate marketing activities
SITXMPR006A	Participate in cooperative online marketing initiatives for the tourism industry
BSBMKG401B	Profile the market

Merchandising

SIRXMER001A	Merchandise products
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Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
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Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Risk Management and Security

CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC3018A	Provide for the safety of persons at risk
SIRXRSK001A	Minimise theft
SITXCCS305A	Provide lost and found facility

Sales

SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services

Tourism Sales and Operations	
SITTTSL001A	Operate an online information system
SITTTSL002A	Access and interpret product information
SITTTSL005A	Sell tourism products and services
SITTTSL006B	Prepare quotations
SITTTSL007B	Receive and process reservations
SITTTSL008B	Book and coordinate supplier services
SITTTSL009B	Process travel-related documentation
SITTTSL010B	Control reservations or operations using a computerised system
SITTTSL011A	Maintain a product inventory
Working in Industry - Hospitality	
SITHIND001B	Develop and update hospitality industry knowledge
Working in Industry - Tourism	
SITTIND001B	Develop and update tourism industry knowledge

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Food and beverage supervisor

BSBCMN107A Operate a personal computer
BSBITU201A Produce simple word processed documents
SITHFAB001C Clean and tidy bar areas
SITHFAB002C Operate a bar
SITHFAB004A Provide food and beverage service
SITHFAB005A Provide table service of alcoholic beverages
SITHFAB009A Provide responsible service of alcohol
SITHFAB010C Prepare and serve non-alcoholic beverages
SITHFAB011A Develop and update food and beverage knowledge
SITHFAB012B Prepare and serve espresso coffee
SITXFIN004A Manage finances within a budget
SITXHRM003A Roster staff

Concierge or butler

BSBCMN107A Operate a personal computer
SITHACS003A Provide porter services
SITHACS008B Provide valet service
SITTIND001B Develop and update tourism industry knowledge
SITTTSL002A Access and interpret product information
SITTTSL008B Book and coordinate supplier services
SITTTSL009B Process travel-related documentation
SITXADM001A Perform office procedures
SITXCCS001B Provide visitor information
SITXFIN001A Process financial transactions
SITXFIN004A Manage finances within a budget
SITXLAN1__A Conduct basic workplace oral communication in a language other than English

Gaming supervisor in a club, hotel or casino

BSBCMN107A Operate a personal computer
SITHFAB004A Provide food and beverage service
SITHFAB009A Provide responsible service of alcohol
SITHGAM001A Attend gaming machines
SITHGAM002A Operate a TAB outlet
SITHGAM003A Conduct a Keno game
SITHGAM004B Analyse and report on gaming machine data
SITHGAM006A Provide responsible gambling services
SITXADM001A Perform office procedures
SITXFIN004A Manage finances within a budget
SITXGLC001A Develop and update legal knowledge required for business compliance
SITXHRM003A Roster staff

Front office supervisor

BSBCMN107A Operate a personal computer
BSBITU306A Design and produce business documents
SITHACS001B Provide accommodation reception services
SITTTSL007B Receive and process reservations

SITTTSL010B Control reservations or operations using a computerised system
SITXADM001A Perform office procedures
SITXCCS001B Provide visitor information
SITXFIN001A Process financial transactions
SITXFIN002A Maintain financial records
SITXFIN004A Manage finances within a budget
SITXHRM003A Roster staff

SIT40407 Certificate IV in Hospitality (Commercial Cookery)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified chef or cook in a supervisory or team leading role in the kitchen. Work would be undertaken in various kitchen settings, such as in restaurants, hotels, clubs, pubs, cafes, cafeterias and coffee shops.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- supervising one or more sections in a large kitchen
- supervising a small kitchen.

Possible job titles include:

- chef
- chef de partie.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT40407 Certificate IV in Hospitality (Commercial Cookery)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Leading team members, providing instructions and building group cohesion; working with kitchen managers and suppliers as a team member and understanding own lead role in meeting the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise in kitchen operations; mitigating problems by making acceptable adjustments to kitchen operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that may arise during kitchen operations; taking responsibility for or requesting assistance from kitchen managers and suppliers in resolving issues; using predetermined policies and procedures to guide solutions to problems in the kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in kitchen operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a

Employability skill	Industry/enterprise requirements for this qualification include:
	range of hospitality product and service concepts affecting kitchen operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer, product and supplier information to allow for efficient kitchen operations; collecting, analysing and selecting appropriate general and specialist information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and service requirements; participating in continuous improvement by reporting success or deficiencies in kitchen operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in kitchen operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of generalist and specialised food items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the general and specialist cookery knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and cook a diverse range of general and specialised food items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate IV in Hospitality (Commercial Cookery), 39 units must be completed:

- all 34 core units
- 5 elective units:
 - a minimum of 4 elective units must be selected from the electives listed below
 - the remaining unit may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC006A	Prepare appetisers and salads
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC010A	Select, prepare and cook poultry
SITHCCC011A	Select, prepare and cook seafood
SITHCCC012A	Select, prepare and cook meat

SITHCCC013A	Prepare hot and cold desserts
SITHCCC014A	Prepare pastries, cakes and yeast goods
SITHCCC015A	Plan and prepare food for buffets
SITHCCC016A	Develop cost-effective menus
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC028A	Prepare, cook and serve food for menus
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFSA001A	Implement food safety procedures
SITXFSA002A	Develop and implement a food safety program
SITXHRM001A	Coach others in job skills
SITXHRM005A	Lead and manage people
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004B	Implement and monitor workplace health, safety and security practices
HLTFA301B	Apply first aid

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ELECTIVE UNITS

Administration

SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Asian Cookery

SITHASC001A	Use basic Asian methods of cookery
SITHASC002A	Produce appetisers and snacks for Asian cuisines
SITHASC003A	Prepare stocks and soups for Asian cuisines
SITHASC004A	Prepare sauces, dips and accompaniments for Asian cuisines
SITHASC005A	Prepare salads for Asian cuisines
SITHASC006A	Prepare rice and noodles for Asian cuisines
SITHASC007A	Prepare meat, poultry, seafood and vegetables for Asian cuisines
SITHASC008B	Prepare desserts for Asian cuisines
SITHASC009A	Prepare curry paste and powder for Asian cuisines
SITHASC010A	Prepare satay for Asian cuisines
SITHASC011A	Prepare vegetarian dishes for Asian cuisines
SITHASC012A	Select, prepare and serve specialised Asian cuisines
SITHASC013B	Plan menus for Asian cuisines
SITHASC014A	Design and operate an Asian kitchen
SITHASC015A	Prepare and produce Japanese raw fish (sashimi)
SITHASC016A	Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A	Prepare and produce Japanese one pot cookery
SITHASC018A	Prepare and produce Japanese rice cookery
SITHASC019A	Prepare and produce Japanese fruit-based desserts, cakes and sweetmeats
SITHASC020A	Prepare and produce Chinese dim sum
SITHASC021A	Prepare and produce Chinese roast meat cuts and poultry

SITHASC022A	Prepare and produce tandoori food items
SITHASC023A	Prepare and produce Indian breads
SITHASC024A	Prepare and produce Indian sweetmeats
SITHASC025A	Prepare and produce Indian chutney and pickles
SITHASC026A	Prepare and produce Indonesian crackers
Client and Customer Service	
SITXCCS001B	Provide visitor information
SITXCCS002A	Provide quality customer service
SIRXCCS001A	Apply point-of-sale handling procedures

Commercial Cookery and Catering

SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes
SITHCCC033B	Apply catering control principles
SITHCCC034A	Apply cook-freeze production processes
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHCCC036B	Select catering systems
SITHCCC037C	Manage facilities associated with commercial catering contracts
SITHCCC038B	Plan catering for an event or function
SITHCCC039B	Prepare tenders for catering contracts
SITHCCC040A	Design menus to meet market needs

Communication and Teamwork

SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements

Computer Operations and ICT Management

BSBITU309A	Produce desktop published documents
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITA401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBITU102A	Develop keyboard skills
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents
BSBITU203A	Communicate electronically
BSBITU203A	Communicate electronically
CUFIMA01A	Produce and manipulate digital images
ICAS1193B	Connect a workstation to the internet
ICAS2017B	Maintain system integrity

Environmental Sustainability

SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events

SITXEVT005B	Organise in-house events or functions
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Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFIN006A	Obtain and manage sponsorship
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports

Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB007A	Complete retail liquor sales
SITHFAB009A	Provide responsible service of alcohol
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB013A	Provide specialist advice on food
SITHFAB017A	Provide gueridon service
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB323A	Provide advice on beers, spirits and liqueurs
SITHFAB324A	Provide specialised advice on food and beverage matching
SITHFAB325A	Provide specialised advice on Australian wines
SITHFAB326A	Provide specialised advice on imported wines
SITHFAB227A	Operate and monitor cellar systems

Food Safety

SITXFSA003A	Transport and store food in a safe and hygienic manner
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Governance and Legal Compliance

SITXGLC001A	Develop and update legal knowledge required for business compliance
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Human Resource Management

SITXHRM002A	Recruit, select and induct staff
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SITXHRM003A	Roster staff
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SITXHRM004A	Manage volunteers
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SITXHRM006A	Monitor staff performance
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SITXHRM009A	Provide mentoring support to business colleagues
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Languages other than English

SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
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SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
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SITXLAN3__A	Conduct workplace oral communication in a language other than English
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SITXLAN4__A	Conduct complex workplace oral communication in a language other than English
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SITXLAN5__A	Read and write workplace information in a language other than English
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SITXLAN6__A	Read and write workplace documents in a language other than English
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Management and Leadership

SITXMGT002A	Develop and implement operational plans
SITXMGT004A	Develop and implement a business plan
SITXMGT006A	Establish and conduct business relationships

Marketing and Public Relations

SITXMPR001A	Coordinate production of brochures and marketing materials
SITXMPR002A	Create a promotional display or stand
SITXMPR003A	Plan and implement sales activities
SITXMPR004A	Coordinate marketing activities

Merchandising

SIRXMER001A	Merchandise products
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Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
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Patisserie

SITHPAT001A	Prepare and produce pastries
SITHPAT002A	Prepare and produce cakes
SITHPAT003A	Prepare and produce yeast goods
SITHPAT004A	Prepare bakery products for patisseries
SITHPAT005A	Prepare and present gateaux, torten and cakes
SITHPAT006A	Present desserts
SITHPAT007A	Prepare and display petits fours
SITHPAT008A	Prepare and model marzipan
SITHPAT009A	Prepare desserts to meet special dietary requirements
SITHPAT010A	Prepare and display sugar work
SITHPAT011A	Plan, prepare and display sweet buffet showpieces
SITHPAT012A	Plan patisserie operations

Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Risk Management and Security	
CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC3018A	Provide for the safety of persons at risk
SIRXRSK001A	Minimise theft
SITXCCS305A	Provide lost and found facility
Sales	
SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services
Working in Industry - Hospitality	
SITHIND001B	Develop and update hospitality industry knowledge

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Chef de partie in a large hotel kitchen

SITHCCC023B Select, prepare and serve specialised food items

SITHCCC040A Design menus to meet market needs

SITXADM001A Perform office procedures

SITXFIN004A Manage finances within a budget

SITXHRM003A Roster staff

Chef in a cafe or small restaurant

SITHCCC038B Plan catering for an event or function

SITHCCC040A Design menus to meet market needs

SITXFIN004A Manage finances within a budget

SITXHRM002A Recruit, select and induct staff

SITXHRM003A Roster staff

SIT40507 Certificate IV in Hospitality (Asian Cookery)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified chef or cook in an Asian kitchen and in a supervisory or team leading role. Work would be undertaken in various hospitality enterprises where Asian food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- supervising one or more sections in a large Asian kitchen
- supervising a small Asian kitchen.

Possible job titles include:

- chef
- chef de partie.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT40507 Certificate IV in Hospitality (Asian Cookery)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Leading team members, providing instructions and building group cohesion; working with Asian kitchen managers and suppliers as a team member and understanding own lead role in meeting the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise in Asian kitchen operations; mitigating problems by making acceptable adjustments to Asian kitchen operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that may arise during Asian kitchen operations; taking responsibility for or requesting assistance from kitchen managers and suppliers in resolving issues; using predetermined policies and procedures to guide solutions to problems in the kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in Asian kitchen operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and

Employability skill	Industry/enterprise requirements for this qualification include:
	discussing a range of hospitality product and service concepts affecting Asian kitchen operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer, product and supplier information to allow for efficient Asian kitchen operations; collecting, analysing and selecting appropriate generalist and specialist information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in Asian kitchen operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in Asian kitchen operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of generalist and specialised Asian food items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the general and specialised Asian cookery knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and cook a diverse range of general and specialised Asian food items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate IV in Hospitality (Asian Cookery), 38 units must be completed:

- all 31 core units
- 7 elective units:
 - a minimum of 5 elective units must be selected from the electives listed below
 - the remaining 2 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHASC001A	Use basic Asian methods of cookery
SITHASC002A	Produce appetisers and snacks for Asian cuisines
SITHASC003A	Prepare stocks and soups for Asian cuisines
SITHASC004A	Prepare sauces, dips and accompaniments for Asian cuisines
SITHASC005A	Prepare salads for Asian cuisines
SITHASC006A	Prepare rice and noodles for Asian cuisines
SITHASC007A	Prepare meat, poultry, seafood and vegetables for Asian cuisines
SITHASC011A	Prepare vegetarian dishes for Asian cuisines
SITHASC012A	Select, prepare and serve specialised Asian cuisines
SITHASC013B	Plan menus for Asian cuisines

SITHASC027A	Prepare, cook and serve Asian food for food service
SITHASC028A	Prepare, cook and serve Asian food for menus
SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC016A	Develop cost-effective menus
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFSA001A	Implement food safety procedures
SITXHRM001A	Coach others in job skills
SITXHRM005A	Lead and manage people
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004B	Implement and monitor workplace health, safety and security practices
HLTFA301B	Apply first aid

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information

Asian Cookery

SITHASC008B	Prepare desserts for Asian cuisines
SITHASC009A	Prepare curry paste and powder for Asian cuisines
SITHASC010A	Prepare satay for Asian cuisines
SITHASC014A	Design and operate an Asian kitchen
SITHASC015A	Prepare and produce Japanese raw fish (sashimi)
SITHASC016A	Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A	Prepare and produce Japanese one pot cookery
SITHASC018A	Prepare and produce Japanese rice cookery
SITHASC019A	Prepare and produce Japanese fruit-based desserts, cakes and sweetmeats
SITHASC020A	Prepare and produce Chinese dim sum
SITHASC021A	Prepare and produce Chinese roast meat cuts and poultry
SITHASC022A	Prepare and produce tandoori food items
SITHASC023A	Prepare and produce Indian breads
SITHASC024A	Prepare and produce Indian sweetmeats
SITHASC025A	Prepare and produce Indian chutney and pickles
SITHASC026A	Prepare and produce Indonesian crackers

Client and Customer Service

SITXCCS001B Provide visitor information

SITXCCS002A Provide quality customer service

SIRXCCS001A Apply point-of-sale handling procedures

Commercial Cookery and Catering

SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes
SITHCCC033B	Apply catering control principles
SITHCCC034A	Apply cook-freeze production processes
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHCCC036B	Select catering systems
SITHCCC037C	Manage facilities associated with commercial catering contracts
SITHCCC038B	Plan catering for an event or function
SITHCCC039B	Prepare tenders for catering contracts
SITHCCC040A	Design menus to meet market needs

Communication and Teamwork

SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements

Computer Operations and ICT Management

BSBITU309A	Produce desktop published documents
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITA401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBITU102A	Develop keyboard skills
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents
BSBITU203A	Communicate electronically
BSBITU203A	Communicate electronically
CUFIMA01A	Produce and manipulate digital images
ICAS1193B	Connect a workstation to the internet
ICAS2017B	Maintain system integrity

Environmental Sustainability

SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events

SITXEVT005B	Organise in-house events or functions
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Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFIN006A	Obtain and manage sponsorship
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports

Food Safety

SITXFSA003A	Transport and store food in a safe and hygienic manner
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Governance and Legal Compliance

SITXGLC001A	Develop and update legal knowledge required for business compliance
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Human Resource Management

SITXHRM002A	Recruit, select and induct staff
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SITXHRM003A	Roster staff
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SITXHRM004A	Manage volunteers
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SITXHRM006A	Monitor staff performance
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SITXHRM009A	Provide mentoring support to business colleagues
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Languages other than English

SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
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SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
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SITXLAN3__A	Conduct workplace oral communication in a language other than English
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SITXLAN4__A	Conduct complex workplace oral communication in a language other than English
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SITXLAN5__A	Read and write workplace information in a language other than English
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SITXLAN6__A	Read and write workplace documents in a language other than English
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Management and Leadership

SITXMGT002A	Develop and implement operational plans
SITXMGT004A	Develop and implement a business plan
SITXMGT006A	Establish and conduct business relationships

Marketing and Public Relations

SITXMPR001A	Coordinate production of brochures and marketing materials
SITXMPR002A	Create a promotional display or stand
SITXMPR003A	Plan and implement sales activities
SITXMPR004A	Coordinate marketing activities

Merchandising

SIRXMER001A	Merchandise products
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Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
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Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Risk Management and Security	
CPPSEC3018A	Provide for the safety of persons at risk
SIRXRSK001A	Minimise theft
Sales	
SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services
Working in Industry - Hospitality	
SITHIND001B	Develop and update hospitality industry knowledge

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Chef de partie in a large Japanese restaurant

SITHASC008B Prepare desserts for Asian cuisines

SITHASC015A Prepare and produce Japanese raw fish (sashimi)

SITHASC016A Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes

SITHASC017A Prepare and produce Japanese one pot cookery

SITHASC018A Prepare and produce Japanese rice cookery

SITHASC019A Prepare and produce Japanese fruit-based desserts, cakes and sweetmeats

SITXHRM003A Roster staff

Chef in a small Vietnamese or Thai restaurant

SITHASC008B Prepare desserts for Asian cuisines

SITHASC009A Prepare curry paste and powder for Asian cuisines

SITHASC010A Prepare satay for Asian cuisines

SITHCCC040A Design menus to meet market needs

SITXFIN001A Process financial transactions

SITXFIN004A Manage finances within a budget

SITXHRM003A Roster staff

SIT40607 Certificate IV in Hospitality (Catering Operations)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in team leading or supervision in a catering operation. Work would be undertaken in various catering settings such as hospitals and aged care facilities, sporting and entertainment venues, hotel banqueting departments, cook-chill production kitchens and mobile catering businesses of varying size.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- supervising one or more sections of a large catering operation
- supervising a small catering operation.

Possible job titles include:

- catering supervisor
- caterer.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT40607 Certificate IV in Hospitality (Catering Operations)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive hospitality experience.
Teamwork	Leading team members, providing instructions and building group cohesion; working with catering managers and suppliers as a team member and understanding own lead role in meeting the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise in catering operations; mitigating problems by making acceptable adjustments to catering operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that may arise during catering operations; taking responsibility for or requesting assistance from catering managers and suppliers in resolving issues; using predetermined policies and procedures to guide solutions to operational problems.
Initiative and enterprise	Showing independence and initiative required to take a lead role in catering operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a

Employability skill	Industry/enterprise requirements for this qualification include:
	range of hospitality product and service concepts affecting catering operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer, product and supplier information to allow for efficient catering operations; collecting, analysing and selecting appropriate generalist and specialist information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and service requirements; participating in continuous improvement by reporting success or deficiencies in catering operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in catering operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and delivering catering sales and service; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the general and specialised catering knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and deliver quality customer service.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate IV in Hospitality (Catering Operations), 38 units must be completed:

- all 29 core units
- 9 elective units:
 - a minimum of 6 elective units must be selected from the electives listed below
 - the remaining 3 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC016A	Develop cost-effective menus
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC027A	Prepare, cook and serve food for food service
SITHCCC030A	Package prepared foodstuffs
SITHCCC033B	Apply catering control principles
SITHCCC035A	Develop menus to meet special dietary and cultural needs
SITHIND003A	Provide and coordinate hospitality service

SITXCCS002A	Provide quality customer service
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFIN004A	Manage finances within a budget
SITXFSA001A	Implement food safety procedures
SITXFSA002A	Develop and implement a food safety program
SITXFSA003A	Transport and store food in a safe and hygienic manner
SITXHRM001A	Coach others in job skills
SITXHRM005A	Lead and manage people
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004B	Implement and monitor workplace health, safety and security practices

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information
Client and Customer Service	
SITXCCS001B	Provide visitor information
SIRXCCS001A	Apply point-of-sale handling procedures

Commercial Cookery and Catering

SITHCCC006A	Prepare appetisers and salads
SITHCCC007A	Prepare sandwiches
SITHCCC008A	Prepare stocks, sauces and soups
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC010A	Select, prepare and cook poultry
SITHCCC011A	Select, prepare and cook seafood
SITHCCC012A	Select, prepare and cook meat
SITHCCC013A	Prepare hot and cold desserts
SITHCCC014A	Prepare pastries, cakes and yeast goods
SITHCCC017A	Organise bulk cooking operations
SITHCCC018A	Prepare pâtés and terrines
SITHCCC019A	Plan, prepare and display a buffet
SITHCCC020B	Prepare portion-controlled meat cuts
SITHCCC021B	Handle and serve cheese
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC024B	Select, prepare and serve specialised cuisines
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHCCC031A	Operate a fast food outlet
SITHCCC032A	Apply cook-chill production processes
SITHCCC034A	Apply cook-freeze production processes
SITHCCC036B	Select catering systems
SITHCCC037C	Manage facilities associated with commercial catering contracts

SITHCCC038B	Plan catering for an event or function
SITHCCC039B	Prepare tenders for catering contracts
SITHCCC040A	Design menus to meet market needs
Communication and Teamwork	
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements
Computer Operations and ICT Management	
BSBITU309A	Produce desktop published documents
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITA401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBITU102A	Develop keyboard skills
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents
BSBITU203A	Communicate electronically
CUFIMA01A	Produce and manipulate digital images
ICAS1193B	Connect a workstation to the internet
ICAS2017B	Maintain system integrity

Environmental Sustainability

SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events

SITXEVT005B	Organise in-house events or functions
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Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN005A	Prepare and monitor budgets
SITXFIN006A	Obtain and manage sponsorship
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports

First Aid

HLTFA301B	Apply first aid
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Governance and Legal Compliance

SITXGLC001A	Develop and update legal knowledge required for business compliance
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Human Resource Management

SITXHRM002A	Recruit, select and induct staff
SITXHRM003A	Roster staff
SITXHRM004A	Manage volunteers
SITXHRM006A	Monitor staff performance
SITXHRM009A	Provide mentoring support to business colleagues

Inventory

SITXINV001A	Receive and store stock
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Languages other than English

SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
SITXLAN3__A	Conduct workplace oral communication in a language other than English
SITXLAN4__A	Conduct complex workplace oral communication in a language other than English
SITXLAN5__A	Read and write workplace information in a language other than English
SITXLAN6__A	Read and write workplace documents in a language other than English

Management and Leadership

SITXMGT002A	Develop and implement operational plans
SITXMGT004A	Develop and implement a business plan
SITXMGT006A	Establish and conduct business relationships

Merchandising

SIRXMER001A	Merchandise products
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Marketing and Public Relations

SITXMPR003A	Plan and implement sales activities
SITXMPR004A	Coordinate marketing activities

Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
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Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Risk Management and Security

CPPSEC2012A	Monitor and control individual and crowd behaviour
CPPSEC3018A	Provide for the safety of persons at risk
SIRXRSK001A	Minimise theft
SITXCCS305A	Provide lost and found facility

Sales

SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services

Working in Industry - Hospitality

SITHIND001B	Develop and update hospitality industry knowledge
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Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Caterer in small catering operation

SITHCCC010A Select, prepare and cook poultry

SITHCCC011A Select, prepare and cook seafood

SITHCCC012A Select, prepare and cook meat

SITHCCC038B Plan catering for an event or function

SITHCCC039B Prepare tenders for catering contracts

SITHCCC040A Design menus to meet market needs

SITXENV001A Participate in environmentally sustainable work practices

SITXMGT002A Develop and implement operational plans

SITXMGT006A Establish and conduct business relationships

Catering supervisor in a hospital or aged care facility

SITHCCC029A Prepare foods according to dietary and cultural needs

SITHCCC036B Select catering systems

SITHCCC037C Manage facilities associated with commercial catering contracts

SITHCCC038B Plan catering for an event or function

SITHCCC039B Prepare tenders for catering contracts

SITXFIN005A Prepare and monitor budgets

SITXHRM006A Monitor staff performance

SITXMGT002A Develop and implement operational plans

SITXMGT006A Establish and conduct business relationships

SIT40707 Certificate IV in Hospitality (Patisserie)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified chef or cook who specialises in patisserie and in a supervisory or team leading role in a patisserie or pastry kitchen. Work would be undertaken in various hospitality enterprises where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops.

The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- supervising the pastry kitchen in a large hotel or catering operation
- supervising a small patisserie.

Possible job titles include:

- chef patissier
- chef de partie.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT40707 Certificate IV in Hospitality (Patisserie)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Leading team members, providing instructions and building group cohesion; working with patisserie managers and suppliers as a team member and understanding own lead role in meeting the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise in patisserie operations; mitigating problems by making acceptable adjustments to patisserie operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that may arise during patisserie operations; taking responsibility for or requesting assistance from patisserie managers and suppliers in resolving issues; using predetermined policies and procedures to guide solutions to problems in the pastry kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in patisserie operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a range of hospitality product and service concepts affecting patisserie operations to improve existing product and

Employability skill	Industry/enterprise requirements for this qualification include:
	service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer, product and supplier information to allow for efficient patisserie operations; collecting, analysing and selecting appropriate generalist and specialist information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in patisserie operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in patisserie operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of generalist and specialised patisserie items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the general and specialised patisserie knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare for and cook a diverse range of generalist and specialised patisserie items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate IV in Hospitality (Patisserie), 40 units must be completed:

- all 34 core units
- 6 elective units:
 - a minimum of 4 elective units must be selected from the electives listed below
 - the remaining 2 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC013A	Prepare hot and cold desserts
SITHCCC022A	Prepare chocolate and chocolate confectionery
SITHCCC025A	Monitor catering revenue and costs
SITHCCC026A	Establish and maintain quality control of food
SITHCCC027A	Prepare, cook and serve food for food service
SITHPAT001A	Prepare and produce pastries
SITHPAT002A	Prepare and produce cakes
SITHPAT003A	Prepare and produce yeast goods

SITHPAT004A	Prepare bakery products for patisseries
SITHPAT005A	Prepare and present gateaux, torten and cakes
SITHPAT006A	Present desserts
SITHPAT007A	Prepare and display petits fours
SITHPAT008A	Prepare and model marzipan
SITHPAT009A	Prepare desserts to meet special dietary requirements
SITHPAT010A	Prepare and display sugar work
SITHPAT011A	Plan, prepare and display sweet buffet showpieces
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXCOM003A	Deal with conflict situations
SITXFIN003A	Interpret financial information
SITXFSA001A	Implement food safety procedures
SITXFSA002A	Develop and implement a food safety program
SITXHRM001A	Coach others in job skills
SITXHRM005A	Lead and manage people
SITXINV002A	Control and order stock
SITXMGT001A	Monitor work operations
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITXOHS004B	Implement and monitor workplace health, safety and security practices

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information
Client and Customer Service	
SITXCCS001B	Provide visitor information
SITXCCS002A	Provide quality customer service
SIRXCCS001A	Apply point-of-sale handling procedures
Commercial Cookery and Catering	
SITHCCC016A	Develop cost-effective menus
SITHCCC023B	Select, prepare and serve specialised food items
SITHCCC038B	Plan catering for an event or function
Communication and Teamwork	
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements

Computer Operations and ICT Management

BSBITU309A	Produce desktop published documents
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITA401A	Design databases
BSBITU402A	Develop and use complex spreadsheets
BSBITU102A	Develop keyboard skills
BSBWOR204A	Use business technology
BSBITU201A	Produce simple word processed documents
BSBITU306A	Design and produce business documents
BSBITU203A	Communicate electronically
CUFIMA01A	Produce and manipulate digital images
ICAS1193B	Connect a workstation to the internet
ICAS2017B	Maintain system integrity

Environmental Sustainability

SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices

Events

SITXEVT005B	Organise in-house events or functions
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Finance

SITXFIN001A	Process financial transactions
SITXFIN002A	Maintain financial records
SITXFIN004A	Manage finances within a budget
SITXFIN005A	Prepare and monitor budgets
SITXFIN006A	Obtain and manage sponsorship
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA401A	Prepare financial reports

First Aid

HLTFA301B	Apply first aid
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Governance and Legal Compliance

SITXGLC001A	Develop and update legal knowledge required for business compliance
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Human Resource Management

SITXHRM002A	Recruit, select and induct staff
SITXHRM003A	Roster staff
SITXHRM006A	Monitor staff performance
SITXHRM009A	Provide mentoring support to business colleagues

Inventory

SITXINV001A Receive and store stock

Languages other than English

SITXLAN1__A Conduct basic workplace oral communication in a language other than English

SITXLAN2__A Conduct routine workplace oral communication in a language other than English

SITXLAN3__A Conduct workplace oral communication in a language other than English

SITXLAN4__A Conduct complex workplace oral communication in a language other than English

SITXLAN5__A Read and write workplace information in a language other than English

SITXLAN6__A Read and write workplace documents in a language other than English

Management and Leadership

SITXMGT002A Develop and implement operational plans

SITXMGT004A Develop and implement a business plan

SITXMGT006A Establish and conduct business relationships

Merchandising

SIRXMER001A Merchandise products

Occupational Health and Safety	
SITXOHS003B	Identify hazards, and assess and control safety risks
Patisserie	
SITHPAT012A	Plan patisserie operations
Quality and Innovation	
SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work
Risk Management and Security	
CPPSEC3018A	Provide for the safety of persons at risk
SIRXRSK001A	Minimise theft
Sales	
SIRXSLS001A	Sell products and services
SIRXSLS002A	Advise on products and services
Working in Industry - Hospitality	
SITHIND001B	Develop and update hospitality industry knowledge

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Patissier or chef de partie

SITHCCC016A Develop cost-effective menus

SITHCCC023B Select, prepare and serve specialised food items

SITHCCC038B Plan catering for an event or function

SITHPAT012A Plan patisserie operations

SITXFIN004A Manage finances within a budget

SITXHRM003A Roster staff

SIT31107 Certificate III in Hospitality (Patisserie)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent as a qualified cook who specialises in patisserie. Work would be undertaken in various hospitality enterprises where patisserie products are prepared and served, including patisseries, restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may have some responsibility for others and provide technical advice and support to a team. The qualification is suitable for an Australian apprenticeship pathway.

Job roles

Individuals with this qualification are able to perform roles such as:

- basic cooking
- preparing hot and cold desserts, pastries, cakes and yeast goods.

Possible job titles include:

- patissier.

Prerequisite requirements

There are no prerequisites for entry to this qualification.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS SUMMARY

SIT31107 Certificate III in Hospitality (Patisserie)

The following table contains a summary of the employability skills required by the hospitality industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Communicating with colleagues to determine their specific needs and the needs of customers; interpreting verbal and written information on customer requirements to ensure efficient delivery; empathising and negotiating acceptable solutions to colleague and customer problems and complaints; interpreting and providing clear and accurate information to colleagues to ensure a positive outcome.
Teamwork	Working as a skilled team member providing instructions, building group cohesion and applying discretion and judgement as needed; understanding own role in patisserie operations and servicing the needs of colleagues and customers; understanding the quality service goals of the enterprise and working as a team member to deliver those goals.
Problem solving	Anticipating problems that may arise with patisserie operations; mitigating problems by making acceptable adjustments to patisserie operations that adhere to the predetermined requirements and colleague and customer requests; identifying and clarifying the extent of problems that arise during patisserie operations, taking responsibility for or requesting assistance from other team members in resolving issues; using predetermined policies and procedures to guide solutions to problems in the pastry kitchen.
Initiative and enterprise	Showing independence and initiative required to take a lead role in patisserie operations; adapting to emerging operational situations and problems by initiating and implementing creative and immediate responses to ensure efficient operational delivery; identifying and discussing a

Employability skill	Industry/enterprise requirements for this qualification include:
	range of hospitality product and service concepts affecting patisserie operations to improve existing product and service options for the enterprise and its customers.
Planning and organising	Collecting, analysing and organising customer and product information to allow for efficient patisserie operations; collecting, analysing and selecting appropriate information and products to meet the needs of customers, pacing the delivery of information and service to meet operational and customer requirements; participating in continuous improvement by reporting success or deficiencies in patisserie operations.
Self-management	Understanding and complying with the legal responsibilities that apply to own role in patisserie operations; knowing own job role and responsibilities, acting through self-direction and organising own work time and priorities when preparing for and cooking a diverse range of patisserie items; reviewing and reflecting on own work performance and seeking feedback and guidance on success in effectively servicing the needs of colleagues and customers.
Learning	Knowing own knowledge and skill strengths and weaknesses; taking responsibility for own professional development; sourcing ongoing learning opportunities and information using a range of mediums and settings to update regularly and proactively the patisserie knowledge required; sharing information with colleagues.
Technology	Understanding the operating capability of, selecting and using the appropriate technology to prepare a diverse range of patisserie items.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each employability skill are representative of the hospitality industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Packaging Rules

QUALIFICATION RULES

To achieve a Certificate III in Hospitality (Patisserie), 24 units must be completed:

- all 18 core units
- 6 elective units:
 - a minimum of 4 elective units must be selected from the electives listed below
 - the remaining 2 units may be selected from this or another endorsed Training Package or accredited course
 - a maximum of 1 Languages other than English unit may be counted as an elective within this qualification.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification.

CORE UNITS

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITHCCC013A	Prepare hot and cold desserts
SITHCCC027A	Prepare, cook and serve food for food service
SITHIND001B	Develop and update hospitality industry knowledge
SITHPAT001A	Prepare and produce pastries
SITHPAT002A	Prepare and produce cakes
SITHPAT003A	Prepare and produce yeast goods
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment

SITXCOM003A	Deal with conflict situations
SITXFSA001A	Implement food safety procedures
SITXHRM001A	Coach others in job skills
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

ELECTIVE UNITS	
Administration	
SITXADM001A	Perform office procedures
SITXADM002A	Source and present information
SITXADM003A	Write business documents
SITXADM004A	Plan and manage meetings
BSBRES401A	Analyse and present research information
Client and Customer Service	
SITXCCS001B	Provide visitor information
SITXCCS002A	Provide quality customer service
Commercial Cookery and Catering	
SITHCCC022A	Prepare chocolate and chocolate confectionery

Communication and Teamwork	
SITXCOM004A	Communicate on the telephone
SITXCOM005A	Make presentations
SITXCOM006A	Address protocol requirements
Computer Operations and ICT Management	
BSBITU102A	Develop keyboard skills
BSBITU201A	Produce simple word processed documents
BSBITU301A	Create and use databases
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWOR204A	Use business technology
Environmental Sustainability	
SITXENV001A	Participate in environmentally sustainable work practices
SITXENV002A	Implement and monitor environmentally sustainable work practices
Finance	
SITXFIN003A	Interpret financial information
First Aid	
HLTFA301B	Apply first aid

Food and Beverage

SITHFAB001C	Clean and tidy bar areas
SITHFAB002C	Operate a bar
SITHFAB003A	Serve food and beverage to customers
SITHFAB004A	Provide food and beverage service
SITHFAB005A	Provide table service of alcoholic beverages
SITHFAB009A	Provide responsible service of alcohol
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB013A	Provide specialist advice on food
SITHFAB222A	Conduct a product tasting for alcoholic beverages
SITHFAB325A	Provide specialised advice on Australian wines

Inventory

SITXINV001A	Receive and store stock
SITXINV002A	Control and order stock

Languages other than English

SITXLAN1__A	Conduct basic workplace oral communication in a language other than English
SITXLAN2__A	Conduct routine workplace oral communication in a language other than English
SITXLAN3__A	Conduct workplace oral communication in a language other than English
SITXLAN5__A	Read and write workplace information in a language other than English

Occupational Health and Safety

SITXOHS003B	Identify hazards, and assess and control safety risks
SITXOHS004B	Implement and monitor workplace health, safety and security practices

Patisserie

SITHPAT004A	Prepare bakery products for patisseries
SITHPAT005A	Prepare and present gateaux, torten and cakes
SITHPAT006A	Present desserts
SITHPAT007A	Prepare and display petits fours
SITHPAT008A	Prepare and model marzipan
SITHPAT009A	Prepare desserts to meet special dietary requirements
SITHPAT010A	Prepare and display sugar work
SITHPAT011A	Plan, prepare and display sweet buffet showpieces
SITHPAT012A	Plan patisserie operations

Quality and Innovation

SITXQUA001A	Contribute to workplace improvements
SITXQUA002A	Originate and develop a concept
SIRXQUA001A	Develop innovative ideas at work

Examples of elective units relevant to specific job outcomes and hospitality contexts at this level are as follows:

Pâtissier

SITHPAT004A Prepare bakery products for patisseries

SITHPAT005A Prepare and present gateaux, torten and cakes

SITHPAT006A Present desserts

SITHPAT007A Prepare and display petits fours

SITHPAT008A Prepare and model marzipan

SITHPAT009A Prepare desserts to meet special dietary requirements

MTM30111 Certificate III in Meat Processing (Boning Room)

Modification History

Release	TP Version	Comments
2	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers in boning rooms or in meat wholesale enterprises which prepare meat cuts from whole carcasses. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- boner
- slicer
- bandsaw operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior meat industry skills or knowledge
- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel• using mathematical skills such as time, weights and temperature• sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none">• solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as changes to product specifications or introduction of new equipment
Planning and organising	<ul style="list-style-type: none">• managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure team and production requirements are met efficiently• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, for example, using a bandsaw • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all seven core units of competency
- complete a minimum of two elective units of competency to a minimum value of thirty points.

A maximum of three units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified boning room job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
MTMCOR201A	Maintain personal equipment	2	MTMCOR205A	Communicate in the workplace	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR206A	Overview the meat industry	2
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	4	MTMPSR203A	Sharpen knives	4
MTMCOR204A	Follow safe work policies and procedures	4			
Elective units					
MTMP3052C	Bone small stock carcass - leg	10	MTMP3060C	Operate leg boning machine	10
MTMP3054C	Slice and trim leg - small stock	10	MTMP3061C	Operate trunk boning machine	10
MTMP3055C	Bone large stock carcass - forequarter	15	MTMP3062B	Bone small stock carcass - shoulder	10
MTMP3056C	Bone large stock carcass - hindquarter	15	MTMP3063B	Bone small stock carcass - middle	10
MTMP3057C	Slice and trim large stock forequarter	15	MTMP3064B	Slice small stock carcass - shoulder	10

MTMP3058C	Slice and trim large stock hindquarter	15	MTMP3065B	Slice small stock carcass - middle	10
MTMP3059C	Break carcass using a bandsaw	15	MTMP3066B	Bone carcass using mechanical aids (large stock)	15

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP3052C Bone small stock carcass - leg	MTMPSR203A Sharpen knives
MTMP3054C Slice and trim leg - small stock	MTMPSR203A Sharpen knives
MTMP3055C Bone large stock carcass - forequarter	MTMPSR203A Sharpen knives
MTMP3056C Bone large stock carcass - hindquarter	MTMPSR203A Sharpen knives
MTMP3057C Slice and trim large stock - forequarter	MTMPSR203A Sharpen knives
MTMP3058C Slice and trim large stock - hindquarter	MTMPSR203A Sharpen knives
MTMP3059C Break carcass using a bandsaw	MTMPR201B Prepare and operate bandsaw
MTMP3061C Operate-trunk boning machine	MTMPSR203A Sharpen knives
MTMP3062B Bone small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3063B Bone small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3064B Slice small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3065B Slice small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3066B Bone carcass using mechanical aids (large stock)	MTMPSR203A Sharpen knives

MTM30211 Certificate III in Meat Processing (Food Services)

Modification History

Release	TP Version	Comments
2	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers in meat enterprises which undertake specialised services, such as preparing specialty meat cuts, gourmet meat, bulk value-added products, providing meat preparation customer service, and so on.

The MTM30211 Certificate III in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

This qualification is **not suitable** for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- further processing packer/team leader
- co-products experienced workers/team leader
- supermarket deli manager
- meat processing production machinery operator
- specialised boning operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate II in Meat Processing qualification
- by Recognition of Prior Learning
- by direct entry without prior meat industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40211 Certificate IV in Meat Processing (Meat Safety)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel and customers
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers or customers from another country• applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none">• solving problems individually or in teams, for example, developing solutions to OH&S issues
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as introduction of new products or equipment
Planning and organising	<ul style="list-style-type: none">• using basic business systems for planning and organising, for example, work instructions or Standard Operating Procedures• managing time and priorities, such as work times and customer orders
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure team and production requirements are met efficiently• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes• learning in a range of settings, such as through formal training or informally from other workers

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	<ul style="list-style-type: none"> • using technology, such as point of sale technology • demonstrating skill when using workplace technology, such as knives • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twelve units of competency in total.

- complete all six core units of competency
- complete six elective units of competency.

The six elective units can be selected from a Certificate III qualification from the Abattoirs, Smallgoods, Meat Retailing and/or Food Processing sectors.

Units selected from the Abattoirs sector must be worth four or more points. If units of fewer than four points are selected, then additional units can be added to make up the points value.

Two units can be selected from another Training Package or accredited course. The units selected must be relevant to the identified job role and must not replicate units already selected.

Qualification structure

Core units	
MTMCOR201A Maintain personal equipment	MTMCOR204A Follow safe work policies and procedures
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203B Comply with Quality Assurance and HACCP requirements	MTMCOR206A Overview the meat industry
Elective units	
Meat Processing (Abattoirs sector) packaged at AQF 3	
AND/OR	

Meat Processing (Meat Retailing) packaged at AQF 3

AND/OR

Meat Processing (Smallgoods) packaged at AQF 3

AND/OR

Food Processing packaged at AQF 3

MTM30311 Certificate III in Meat Processing (Meat Safety)

Modification History

Release	TP Version	Comments
4	MTM11v3.1	Added elective unit <i>MTMP3004A Assess effective stunning and bleeding</i> Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v2	<i>MTMP411A Inspect game meat</i> updated to <i>MTMP411B Inspect wild game meat</i>
2	MTM11v1.1	Corrected typographical errors
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises. The MTM30311 Certificate III in Meat Processing (Meat Safety) is most commonly undertaken by meat inspectors in domestic processing enterprises. However, at the time of endorsement of this Training Package legislation and regulatory requirements relating to meat inspection were undergoing considerable change at both state/territory and federal level. People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Quarantine Inspection Service (AQIS), as appropriate.

This qualification is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- meat inspector.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior meat industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40211 Certificate IV in Meat Processing (Meat Safety)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Depending on the jurisdiction, Meat Inspectors must be registered with the relevant controlling authority (e.g. PrimeSafe (Victoria) or AQIS for export plants).

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel• reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives• preparing written documentation, such as reports• using mathematical skills relating to areas such as time and temperature• sharing information with supervisors and regulatory authorities• applying negotiation, persuasion and assertiveness skills when addressing food safety issues
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own food safety knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as when addressing food safety issues
Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, such as food safety issues• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction• using numeracy skills to resolve problems, such as calculation and estimation• resolving concerns raised by external groups, such as customers or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as changes to products or introduction of new equipment

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> translating ideas into action, for example contributing to the revision of a work instruction or Standard Operating Procedure
Planning and organising	<ul style="list-style-type: none"> collecting, analysing and organising information, such as HACCP reports using basic business processes for planning and organising, for example, production schedules taking initiative and making decisions within workplace role, for example condemnation of a carcass managing time and priorities such as meeting report deadlines and timely implementation of corrective actions
Self-management	<ul style="list-style-type: none"> monitoring and evaluating own performance to ensure meat safety requirements are met efficiently taking responsibility for own work output
Learning	<ul style="list-style-type: none"> being receptive to learning new ideas and techniques, such as changed food safety requirements, new equipment and processes learning in a range of settings, such as through formal training or informally from other workers learning new skills and techniques to adjust to production or equipment changes managing own learning to ensure currency, for example, by attending technical workshops or through internet research
Technology	<ul style="list-style-type: none"> using technology, such as workplace machinery, computers and testing equipment demonstrating skilled use of workplace technology applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete fifteen units of competency in total.

- complete all twelve core units
- complete three elective units.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	MTMP3003A	Handle animals humanely while conducting ante-mortem inspection
MTMCOR202A	Apply hygiene and sanitation practices	MTMP3071C	Perform ante-mortem inspection and make disposition
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMP3072C	Perform post-mortem inspection and make disposition
MTMCOR204A	Follow safe work policies and procedures	MTMP3073B	Implement food safety program
MTMCOR205A	Communicate in the workplace	MTMP408A	Inspect transportation containers/vehicles
MTMCOR206A	Overview the meat industry	MTMPSR203A	Sharpen knives
Elective units			
MTMP3042C	Prepare head for inspection	MTMP412A	Inspect poultry
MTMP3046A	Prepare and present viscera for inspection	MTMP413A	Inspect ratites
MTMP3074B	Perform carcass Meat Hygiene Assessment	MTMP3004A	Assess effective stunning and bleeding
MTMP3075B	Perform process monitoring for Meat Hygiene Assessment	MTMPS415A	Conduct an internal audit of a documented program

MTMP3076B	Perform boning room Meat Hygiene Assessment	BSBFLM312C	Contribute to team effectiveness
MTMP3077B	Perform offal Meat Hygiene Assessment	MSL904001A	Perform standard calibrations
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MSL922001A	Record and present data
MTMP411B	Inspect wild game meat	MSL954001A	Obtain representative samples in accordance with sampling plan

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP3071C Perform ante-mortem inspection and make disposition	MTMP3003A Handle animals humanely while conducting ante-mortem inspection
MTMP3072C Perform post-mortem inspection and make disposition	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3046A Prepare and present viscera for inspection	MTMPSR203A Sharpen knives
MTMP3074B Perform carcase Meat Hygiene Assessment	MTMPSR203A Sharpen knives

MTM30411 Certificate III in Meat Processing (Rendering)

Modification History

Release	TP Version	Comments
3	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
2	MTM11v3	Added Elective Unit <i>MSAPMSUP172A Identify and minimise environmental hazards</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers in rendering plants. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- renderer/by-products operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and Material Safety Data Sheets (MSDS) • using mathematical skills, such as time, weights and temperature • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none"> • solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to chemicals or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, for example, a tallow press • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of four elective units of competency to the minimum value of thirty points.

A maximum of three units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified rendering job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A	Follow safe work policies and procedures	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A	Communicate in the workplace	4
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	4	MTMCOR206A	Overview the meat industry	2
Elective units					
MTMP3081C	Operate batch cooker	8	MTMP3087C	Operate blood processing plant	6
MTMP3082C	Operate continuous cooker	7	MTMP3088C	Produce rendered products hygienically	6
MTMP3083C	Operate press	5	MTMP3089C	Render edible products	2
MTMP3084C	Operate wet rendering process	10	MTMP3090B	Implement a Quality Assurance program for rendering plant	4
MTMP3085C	Monitor boiler operations	4	MSAPMSUP172A	Identify and minimise environmental hazards	2
MTMP3086C	Operate tallow processing plant	6			

MTM30511 Certificate III in Meat Processing (Slaughtering)

Modification History

Release	TP Version	Comments
4	MTM11v3.1	Added elective unit <i>MTMP3046A Prepare and present viscera for inspection</i> Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	Minor typographical correction
2	MTM11v2	Added <i>MTMP3004A Assess effective stunning and bleeding</i> as an Elective Unit <i>MTMP3001C Knock and stun animal</i> updated to <i>MTMP3001D Stun animal</i> <i>MTMP3039C Eviscerate game shot carcase</i> updated to <i>MTMP3039D Eviscerate wild game field shot carcase</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers undertaking slaughtering duties in abattoirs. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- slaughter and dressing operations.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none"> • solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as change of species or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, such as knives • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all seven core units of competency
- complete a minimum of five elective units of competency to the minimum value of thirty points.

A maximum of two units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified slaughtering job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A Follow safe work policies and procedures 4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A Communicate in the workplace 4
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	4	MTMCOR206A Overview the meat industry 2
MTMPSR203A	Sharpen knives	4	
Elective units			
Slaughter floor operations			
MTMP3001D	Stun animal	4	MTMP3002C Stick and bleed animal 4
MTMP3004A	Assess effective stunning and bleeding	2	
Seal digestive tract			
MTMP3006C	Rod weasand	2	MTMP3008C Ring bung 4
MTMP3007C	Seal weasand	1	MTMP3009C Seal bung 2
Perform opening cuts			

MTMP3010A	Split carcase	4	MTMP3033C	Operate hide puller	6
MTMP3015A	Bone neck	3	MTMP3034C	Remove pelt manually	6
MTMP3016B	Perform 'Y' cut	2	MTMP3036C	Bed dress carcase	16
MTMP3017A	Skin head	4	MTMP3037C	Eviscerate animal carcase	8
MTMP3021C	Explain opening cuts*	1	MTMP3038C	Operate brisket cutter/saw	4
MTMP3022C	Perform flanking cuts	6	MTMP3039D	Eviscerate wild game field shot carcase	4
MTMP3023C	Perform brisket cuts	4	MTMP3041C	Backdown pig carcase	2
MTMP3024C	Perform rumping cuts	4	MTMP3042C	Prepare head for inspection	4
MTMP3025C	Perform rosette cuts	4	MTMP3043B	Operate air knife	2
MTMP3026C	Perform midline cuts	4	MTMP3044B	Drop sock and pull shoulder pelt	3
MTMP3031C	Scald and de-hair carcase	4	MTMP3045B	Undertake retain rail	2
MTMP3032C	Operate pelt puller	4	MTMP3046A	Prepare and present viscera for inspection	2

Perform legging

MTMP3011C	Overview legging operation*	1	MTMP3013C	Make second leg opening cuts	3
MTMP3012C	Make first leg opening cuts	4	MTMP3014C	Perform legging on small stock	4

* Units marked with an asterisk (*) must be undertaken with at least one other unit from the same section.

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite unit
MTMP3002C Stick and bleed animal	MTMPSR203A Sharpen knives
MTMP3007C Seal weasand	MTMPSR203A Sharpen knives
MTMP3008C Ring bung	MTMPSR203A Sharpen knives
MTMP3015A Bone neck	MTMPSR203A Sharpen knives
MTMP3016B Perform 'Y' cut	MTMPSR203A Sharpen knives
MTMP3017A Skin head	MTMPSR203A Sharpen knives
MTMP3021C Explain opening cuts	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3022C Perform flanking cuts	MTMPSR203A Sharpen knives
MTMP3023C Perform brisket cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3024C Perform rumping cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3025C Perform rosette cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3026C Perform midline cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3039C Eviscerate game shot carcass	MTMPSR203A Sharpen knives
MTMP3031C Scald and de-hair carcass	MTMPSR203A Sharpen knives
MTMP3033C Operate hide puller	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife

Unit	Prerequisite unit
MTMP3034C Remove pelt manually	MTMPSR203A Sharpen knives
MTMP3036C Bed dress carcass	MTMPSR203A Sharpen knives
MTMP3037C Eviscerate animal carcass	MTMPSR203A Sharpen knives
MTMP3041C Backdown pig carcass	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3044B Drop sock and pull shoulder pelt	MTMPSR203A Sharpen knives
MTMP3045B Undertake retain rail	MTMPSR203A Sharpen knives
MTMP3012C Make first leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3013B Make second leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3014C Perform legging on small stock	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation

MTM30611 Certificate III in Meat Processing (General)

Modification History

Release	TP Version	Comments
5	MTM11v4	Added elective unit <i>MTMP3067A Prepare and despatch meat products</i>
4	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	<p>Added new Elective Units:</p> <ul style="list-style-type: none">• <i>MTMP3005A Monitor the effective operations of electrical stimulation</i>• <i>MTMP3108A Overview of the NLIS for sheep and goats</i>• <i>MTMP3109A Overview of the NLIS program utilising RFIDs</i>• <i>MTMP3110A Manage NLIS data for livestock in lairage</i>• <i>MTMP3111A Manage NLIS data for sheep and goats in lairage</i>• <i>MTMP3112A Manage NLIS for direct purchase of stock identified with an RFID</i>• <i>MTMP3113A Manage NLIS for direct purchase of sheep or goats</i>• <i>MTMP3114A Manage NLIS data for saleyard purchase of livestock</i>• <i>MTMP3115A Manage NLIS for saleyard purchase of sheep or goats</i>• <i>MTMP3116A Manage, report and upload NLIS slaughter data from RFIDs</i>• <i>MTMP3117A Manage, report and upload mob based NLIS data for sheep and goats</i>• <i>MTMP3118A Conduct start up procedures and preoperational checks on slaughter floor NLIS data equipment</i>

Release	TP Version	Comments
		<ul style="list-style-type: none"> • <i>MTMP3119A Manage NLIS data from RFIDs on the slaughter floor</i> • <i>MTMP3120A Prepare a kill sheet</i> • <i>MTMP3121A Undertake pre slaughter checks of NVDs and PICs for NLIS for sheep and goats</i> • <i>MTMP3122A Undertake pre slaughter checks of NVDs, PICs and RFIDs</i>
2	MTM11v2	<ul style="list-style-type: none"> • <i>Added MTMP3004A Assess effective stunning and bleeding as an Elective Unit</i> • <i>MTMP3001C Knock and stun animal updated to MTMP3001D Stun animal</i> • <i>MTMP3039C Eviscerate game shot carcass updated to MTMP3039D Eviscerate wild game field shot carcass</i> • <i>MTMP411A Inspect game meat updated to MTMP411B Inspect wild game meat</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers in meat processing plants who are working in the areas of Quality Assurance or the laboratory.

Job roles

Job role titles covered by this qualification may include:

- Quality Assurance officer
- meat processing laboratory assistant
- game harvester
- game depot manager
- pre-dressing game inspector
- supervisor and leading hand
- on-floor trainer.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- MSL30109 Certificate III in Laboratory Skills
- approved Skill Sets to gain expertise in specific skilled job roles, for example, the Meat Industry Microbiological Skill Set
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums• interpreting customer needs, for example, product specifications• using mathematical skills, such as time, weights and temperature• sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none">• developing practical solutions to workplace problems, such as OH&S issues• solving problems, either individually or in teams, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed• using numeracy skills to solve problems, for example, adjusting temperatures
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as change of species or introduction of new equipment• identifying opportunities that might not be obvious to others, for

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	example, making changes to allocation of work tasks to speed up production
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as work instructions or Standard Operating Procedures • using basic business systems for planning and organising, for example, production schedules and customer specifications • managing time and priorities, such as work times and production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, such as knives • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of two elective units of competency to a minimum value of thirty points.

Up to three units may be substituted with units selected from another Certificate III or IV qualification in this Training Package, or another Training Package or accredited course. The selected units must be relevant to the nominated meat processing job and must not duplicate units already contained in the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A	Follow safe work policies and procedures	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A	Communicate in the workplace	4
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	4	MTMCOR206A	Overview the meat industry	2
Elective units					
MTMG300A	Overview wild game meat industry	2	MTMP3067A	Prepare and despatch meat products	8
MTMG301A	Operate a game harvesting vehicle	3	MTMP3074B	Perform carcass Meat Hygiene Assessment	2
MTMG302A	Eviscerate, inspect and tag wild game carcass in the field	3	MTMP3075B	Perform process monitoring for Meat Hygiene Assessment	2
MTMG303A	Receive and inspect wild game carcasses from the field	3	MTMP3076B	Perform boning room Meat Hygiene Assessment	2
MTMG304A	Receive and inspect wild game carcasses at a processing plant	3	MTMP3077B	Perform offal Meat Hygiene Assessment	2

MTMG305A	Store wild game carcase	3	MTMP3081C	Operate batch cooker	8
MTMG306A	Use firearms to harvest wild game	3	MTMP3082C	Operate continuous cooker	7
MTMP3001D	Stun animal	4	MTMP3083C	Operate press	5
MTMP3002C	Stick and bleed animal	4	MTMP3084C	Operate wet rendering process	10
MTMP3004A	Assess effective stunning and bleeding	2	MTMP3085C	Monitor boiler operations	4
MTMP3005A	Monitor the effective operations of electrical stimulation	2	MTMP3086C	Operate tallow processing plant	6
MTMP3006C	Rod weasand	2	MTMP3087C	Operate blood processing plant	6
MTMP3007C	Seal weasand	1	MTMP3088C	Produce rendered products hygienically	6
MTMP3008C	Ring bung	4	MTMP3089C	Render edible products	2
MTMP3009C	Seal bung	2	MTMP3090B	Implement a Quality Assurance program for rendering plant	4
MTMP3010A	Split carcase	4	MTMP3095B	Grade beef carcasses using Meat Standards Australia standards	3
MTMP3011C	Overview legging operation	1	MTMP3099B	Use standard product descriptions - sheep/goats	2
MTMP3012C	Make first leg opening cuts	4	MTMP3100B	Use standard product descriptions - beef	2
MTMP3013C	Make second leg opening cuts	3	MTMP3101B	Use standard product descriptions - pork	2

MTMP3014C	Perform legging on small stock	4	MTMP3102B	Provide coaching	3
MTMP3015A	Bone neck	3	MTMP3103B	Provide mentoring	3
MTMP3016B	Perform 'Y' cut	2	MTMP3104B	Use standard product descriptions - kangaroos	2
MTMP3017A	Skin head	4	MTMP3105A	Follow and implement an established work plan	3
MTMP3021C	Explain opening cuts	1	MTMP3107B	Perform manual chemical lean testing	2
MTMP3022C	Perform flanking cuts	6	MTMP3108A	Overview of the NLIS for sheep and goats	2
MTMP3023C	Perform brisket cuts	4	MTMP3109A	Overview of the NLIS program utilising RFIDs	2
MTMP3024C	Perform rumping cuts	4	MTMP3110A	Manage NLIS data for livestock in lairage	2
MTMP3025C	Perform rosette cuts	4	MTMP3111A	Manage NLIS data for sheep and goats in lairage	2
MTMP3026C	Perform midline cuts	4	MTMP3112A	Manage NLIS for direct purchase of stock identified with an RFID	2
MTMP3031C	Scald and de-hair carcase	4	MTMP3113A	Manage NLIS for direct purchase of sheep or goats	2
MTMP3032C	Operate pelt puller	4	MTMP3114A	Manage NLIS data for saleyard purchase of livestock	2
MTMP3033C	Operate hide puller	6	MTMP3115A	Manage NLIS data for saleyard purchase of sheep or goats	2
MTMP3034C	Remove pelt manually	6	MTMP3116A	Manage, report and upload NLIS slaughter data from RFIDs	4

MTMP3036C	Bed dress carcase	16	MTMP3117A	Manage, report and upload mob based NLIS data for sheep and goats	2
MTMP3037C	Eviscerate animal carcase	8	MTMP3118A	Conduct start up procedures and pre-operational checks on slaughter floor NLIS data equipment	2
MTMP3038C	Operate brisket cutter/saw	4	MTMP3119A	Manage NLIS data from RFIDs on the slaughter floor	4
MTMP3039D	Eviscerate wild game field shot carcase	4	MTMP3120A	Prepare a kill sheet	2
MTMP3041C	Backdown pig carcase	2	MTMP3121A	Undertake pre-slaughter checks of NVDs and PICs for NLIS for sheep and goats	2
MTMP3042C	Prepare head for inspection	4	MTMP3122A	Undertake pre-slaughter checks of NVDs, PICs and RFIDs	2
MTMP3043B	Operate air knife	2	MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	3
MTMP3044B	Drop sock and pull shoulder pelt	3	MTMP411B	Inspect wild game meat	3
MTMP3045B	Undertake retain rail	2	MTMP412A	Inspect poultry	3
MTMP3046A	Prepare and present viscera for inspection	2	MTMP413A	Inspect ratites	3
MTMP3052C	Bone small stock carcase - leg	10	MTMPS300A	Assess product in chillers	8
MTMP3054C	Slice and trim leg -	10	MTMPS415A	Conduct an internal audit of	3

small stock			a documented program		
MTMP3055C	Bone large stock carcass - forequarter	15	BSBFLM312C	Contribute to team effectiveness	3
MTMP3056C	Bone large stock carcass - hindquarter	15	MSL904001A	Perform standard calibrations	2
MTMP3057C	Slice and trim large stock - forequarter	15	MSL922001A	Record and present data	2
MTMP3058C	Slice and trim large stock - hindquarter	15	MSL933001A	Maintain the laboratory/field workplace fit for purpose	3
MTMP3059C	Break carcass using a bandsaw	15	MSL952002A	Handle and transport samples or equipment	3
MTMP3060C	Operate leg-boning machine	10	MSL954001A	Obtain representative samples in accordance with sampling plan	3
MTMP3061C	Operate trunk boning machine	10	MSL973001A	Perform basic tests	3
MTMP3062B	Bone small stock carcass - shoulder	10	MSL973002A	Prepare working solutions	3
MTMP3063B	Bone small stock carcass - middle	10	MSL973003A	Prepare culture media	3
MTMP3064B	Slice small stock carcass - shoulder	10	MSL973004A	Perform aseptic techniques	3
MTMP3065B	Slice small stock carcass – middle	10	TAEDEL301A	Provide work skill instruction	3
MTMP3066B	Bone carcass using mechanical aids (large stock)	15			

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMG302A Eviscerate, inspect and tag wild game carcase in the field	MTMPSR203A Sharpen knives
MTMP3002C Stick and bleed animal	MTMPSR203A Sharpen knives
MTMP3007C Seal weasand	MTMPSR203A Sharpen knives
MTMP3008C Ring bung	MTMPSR203A Sharpen knives
MTMP3012C Make first leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview logging operation
MTMP3013C Make second leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview logging operation
MTMP3014C Perform logging on small stock	MTMPSR203A Sharpen knives MTMP3011C Overview logging operation
MTMP3015A Bone neck	MTMPSR203A Sharpen knives
MTMP3016B Perform 'Y' cut	MTMPSR203A Sharpen knives
MTMP3017A Skin head	MTMPSR203A Sharpen knives
MTMP3021C Explain opening cuts	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3022C Perform flanking cuts	MTMPSR203A Sharpen knives
MTMP3023C Perform brisket cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3024C Perform rumping cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3025C Perform rosette cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3026C Perform midline cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3031C Scald and de-hair carcase	MTMPSR203A Sharpen knives

MTMP3033C Operate hide puller	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3034C Remove pelt manually	MTMPSR203A Sharpen knives
MTMP3036C Bed dress carcass	MTMPSR203A Sharpen knives
MTMP3037C Eviscerate animal carcass	MTMPSR203A Sharpen knives
MTMP3039C Eviscerate game shot carcass	MTMPSR203A Sharpen knives
MTMP3041C Backdown pig carcass	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3044B Drop sock and pull shoulder pelt	MTMPSR203A Sharpen knives
MTMP3045B Undertake retain rail	MTMPSR203A Sharpen knives
MTMP3046A Prepare and present viscera for inspection	MTMPSR203A Sharpen knives
MTMP3052C Bone small stock carcass - leg	MTMPSR203A Sharpen knives
MTMP3054C Slice and trim leg - small stock	MTMPSR203A Sharpen knives
MTMP3055C Bone large stock carcass - forequarter	MTMPSR203A Sharpen knives
MTMP3056C Bone large stock carcass - hindquarter	MTMPSR203A Sharpen knives
MTMP3057C Slice and trim large stock forequarter	MTMPSR203A Sharpen knives
MTMP3058C Slice and trim large stock hindquarter	MTMPSR203A Sharpen knives
MTMP3059C Break carcass using a bandsaw	MTMPR201C Prepare and operate bandsaw
MTMP3061C Operate trunk boning machine	MTMPSR203A Sharpen knives
MTMP3062B Bone small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3063B Bone small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3064B Slice small stock carcass - shoulder	MTMPSR203A Sharpen knives

MTMP3065B Slice small stock carcase - middle	MTMPSR203A Sharpen knives
MTMP3066B Bone carcase using mechanical aids (large stock)	MTMPSR203A Sharpen knives
MTMP3074B Perform carcase Meat Hygiene Assessment	MTMPSR203A Sharpen knives
MTMP3110A Manage NLIS data for livestock in lairage	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3111A Manage NLIS data for sheep and goats in lairage	MTMP3108A Overview of the NLIS for sheep and goats
MTMP3112A Manage NLIS for direct purchase of stock identified with an RFID	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3113A Manage NLIS for direct purchase of sheep or goats	MTMP3108A Overview of the NLIS for sheep and goats
MTMP3114A Manage NLIS data for saleyard purchase of livestock	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3115A Manage NLIS for saleyard purchase of sheep or goats	MTMP3108A Overview of the NLIS for sheep and goats
MTMP3116A Manage, report and upload NLIS slaughter data from RFIDs	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3117A Manage, report and upload mob based NLIS data for sheep and goats	MTMP3108A Overview of the NLIS for sheep and goats
MTMP3118A Conduct start up procedures and pre-operational checks on slaughter floor NLIS data equipment	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3119A Manage NLIS data from RFIDs on the slaughter floor	MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3120A Prepare a kill sheet	MTMP3108A Overview of the NLIS for sheep and goats MTMP3109A Overview of the NLIS program utilising RFIDs
MTMP3121A Undertake pre-slaughter checks of NVDs and PICs for NLIS for sheep and goats	MTMP3108A Overview of the NLIS for sheep and goats
MTMP3122A Undertake pre-slaughter	MTMP3109A Overview of the NLIS program

checks of NVDs, PICs and RFIDs	utilising RFIDs
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MTM30813 Certificate III in Meat Processing (Retail Butcher)

Modification History

Release	TP Version	Comments
1	MTM11v4	Initial release. Supersedes and is not equivalent to MTM30811. Change to core outcomes, but overall qualification outcomes remain equivalent

Description

This qualification is the trade qualification for butchers.

Job roles

Job role titles covered by this qualification may include:

- butcher.

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification, with credit for relevant completed units
- after completion of a pre-apprenticeship program
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification, with credit for applicable units successfully completed
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General)
- small business management qualifications

Licensing/Regulatory Information

No occupational licensing, legislative, regulatory or certification requirements apply to this qualification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel and customers• reading and interpreting workplace-related documentation, such as customer orders and recipes• writing, such as recording customer orders• using mathematical skills in areas such as time, weights, portion size and tender• sharing information with other workers, for example, customer requests• using negotiation, empathy, persuasion and assertiveness skills to interact with customers
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers or customers from another country• applying own knowledge to assist other members of the work team• identifying and utilising the strengths of other team members, such as specialised product knowledge• providing coaching and mentoring support to new or junior workers
Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, for example, suggesting substitutions for unavailable ingredients• showing independence in identifying problems, such as malfunctioning equipment or OH&S issues• solving problems individually or in teams

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">• suggesting a range of solutions to solve problems, for example, recommending alternative products to customers to reduce oversupply• using numeracy skills to solve problems, for example, adjusting temperatures or recommending cooking times• testing assumptions, for example, experimenting with new ingredients, or testing new product lines• resolving customer concerns, such as complaints about poor product
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as introduction of new products or equipment• using numeracy skills to solve problems, such as modification of portion sizes• translating ideas into action by demonstrating suggestions• initiating and developing innovative solutions, for example, customer reward programs or product specials
Planning and organising	<ul style="list-style-type: none">• collecting, analysing and organising information, such as customer orders and product specifications• using basic business systems for planning and organising, for example, work instructions, or Standard Operating Procedures• participating in ongoing continuous improvement and planning processes, such as Quality Assurance processes• determining or applying required resources, such as stock requirements• managing time and priorities, such as work times and production schedules• adapting resource allocations to cope with contingencies, for example, adjusting packaging to deal with different sized product or reducing stock orders for short weeks
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure team and production requirements are met efficiently• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes• learning in a range of settings, such as through formal training or informally from other workers• managing own learning, for example, undertaking self-directed

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>research to identify a new recipe or product</p> <ul style="list-style-type: none">• contributing to the learning of others, for example, explaining work processes to new workers
Technology	<ul style="list-style-type: none">• using technology, such as point of sale technology• demonstrating skill when using workplace technology, such as knives, bandsaws and mincers• applying OH&S requirements when using technology

	<p>research to identify a new recipe or product</p> <ul style="list-style-type: none">• contributing to the learning of others, for example, explaining work processes to new workers
Technology	<ul style="list-style-type: none">• using technology, such as point of sale technology• demonstrating skill when using workplace technology, such as knives, bandsaws and mincers• applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete a total of forty-three units of competency.

In Stage 1:

- complete all fifteen core units of competency from Group A
- complete one elective unit of competency from group D

In Stage 2:

- complete all ten core units of competency from Group B
- complete one elective unit of competency from Group E

In Stage 3:

- complete all thirteen core units of competency from Group C
- complete three elective units of competency from Group F

Qualification structure

Core Units			
Group A - Stage 1			
MTMCOR201A	Maintain personal equipment	MTMR103C	Store meat product
MTMCOR202A	Apply hygiene and sanitation practices	MTMR104C	Prepare minced meat and minced meat products
MTMCOR204A	Follow safe work policies and procedures	MTMR106C	Provide service to customers
MTMCOR205A	Communicate in the workplace	MTMR203C	Select, weigh and package meat for sale
MTMCOR206A	Overview the meat industry	FDFOP2061A	Use numerical applications in the workplace
MTMPSR203A	Sharpen knives	HLTFA301C	Apply first aid
MTMR101C	Identify species and meat cuts	CPPCLO3038A	Clean food-handling areas
MTMR102C	Trim meat for further processing		

Group B - Stage 2			
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMR207B	Use basic methods of meat cookery
MTMPR201C	Prepare and operate a bandsaw	MTMR210B	Make and sell sausages
MTMR201C	Break and cut product using a bandsaw	MTMR211B	Produce and sell value-added products
MTMR202C	Provide advice on cooking and storage of meat products	MTMSR201C	Prepare and slice meat cuts
MTMR204C	Package product using manual packing and labelling equipment	MTMSR202C	Trim meat to specifications
Group C - Stage 3			
MTMR301C	Prepare specialised cuts	MTMR317B	Cure, corn and sell product
MTMR302C	Assess carcase_product quality	MTMR318B	Assess and sell poultry product
MTMR303C	Calculate yield of carcase or product	MTMR320B	Locate, identify and assess cuts
MTMR304C	Manage stock	MTMR321A	Assess and address customer preferences
MTMR305C	Meet customer needs	MTMR323A	Prepare and produce value-added products
MTMR306C	Provide advice on nutritional role of meat	MTMSR302C	Prepare primal cuts
MTMR307C	Merchandise products and services		
Elective units			

Group D - Stage 1			
MTMR107C	Process sales transactions	MTMR109B	Monitor meat temperature from receipt to sale
MTMR108B	Undertake minor routine maintenance		
Group E - Stage 2			
MTMR208B	Vacuum pack product in a retail operation	MTMSR204C	Despatch meat product
MTMR209B	Undertake routine preventative maintenance	MTMSR215A	Package meat and smallgoods for retail sale
MTMR212B	Receive meat product	BSBITU101A	Operate a personal computer
MTMSR203C	Package product using automatic packing and labelling equipment	SIRXFIN201	Balance and secure point-of-sale terminal
Group F - Stage 3			
MTMP3102B	Provide coaching	MTMR316B	Utilise the Meat Standards Australia system for beef to meet customer requirements
MTMP3103B	Provide mentoring	MTMR319B	Break carcasses for retail sale
MTMR309C	Prepare, roll, sew and net meat	MTMR322A	Collect and prepare standard samples
MTMR310C	Bone and fillet poultry	MTMS306B	Identify and repair equipment faults
MTMR311C	Cost and price meat products	MTMSR303A	Smoke product
MTMR312C	Prepare portion control to specifications	SIRXMER303	Coordinate merchandise presentation
MTMR313C	Bone game meat	SIRXSLS201	Sell products and services

MTMR314B	Order stock in a meat enterprise	TAEDEL301A	Provide work skill instruction
MTMR315B	Calculate and present statistical data in a meat enterprise		

MTM30911 Certificate III in Meat Processing (Smallgoods - General)

Modification History

Release	TP Version	Comments
5	MTM11v4	Corrected publishing error in unit list
4	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	<i>MTMS212B Manually link and tie product</i> superseded by <i>MTMS219A Manually link and tie product</i> Updated equivalent imported Units: <i>PRMCL38A Clean a food handling area</i> to <i>CPPCLO3038A Clean food-handling areas</i> <i>HLTFA301B Apply first aid</i> to <i>HLTFA301C</i>
2	MTM11v1.1	Correction of typographical errors
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by smallgoods producers working in larger, factory-type smallgoods enterprises. Factories will often have specialised lines of production, (for example, hams and bacons) and use complex production machinery, and may not encompass the range of smallgoods production techniques found in traditional smallgoods enterprises.

This qualification is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- smallgoods operator
- slicing and packaging operator
- slicer
- product formulation operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior work experience
- after completion of the Certificate I and II in Meat Processing (Smallgoods) qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums• interpreting customer needs, for example, product specifications• using mathematical skills in areas such as time, weights and temperature
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none">• showing independence and initiative in identifying problems, for example the need to revise and update a work instruction• solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed• using numeracy skills to solve problems, for example, adjusting portion sizes and calculating stock requirements
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as introduction of new product or equipment
Planning and organising	<ul style="list-style-type: none">• collecting, analysing and organising information, such as work instructions or Standard Operating Procedures• using basic business systems for planning and organising, for

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>example, customer specifications</p> <ul style="list-style-type: none"> • taking initiative and making decisions within workplace role, for example, recommending adjustments to schedules to meet production deadlines • managing time and priorities, such as work times and delivery times for customer orders
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to product or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, for example, packaging equipment • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-five units of competency in total.

- complete all five core units of competency
- complete a minimum of two units from Group A
- complete a minimum of seven units from Group B
- complete a minimum of seven units from Group C.

Up to four elective units may be selected from any Certificate II or III qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units			
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures		
Elective units			
Group A			
MTMPS201C	Clean work area during operations	FDFOP2061A	Use numerical applications in the workplace
MTMS101C	Handle materials and products	HLTFA301C	Apply first aid
MTMS102C	Pack smallgoods product		
Group B			
MTMP2054C	Inspect hindquarter and remove contamination	MTMS213B	Slice product using simple machinery
MTMP2055C	Inspect forequarter and remove contamination	MTMS214B	Rotate stored meat

MTMP2133C	Store carcase product	MTMS215B	Rotate meat product
MTMP2134C	Store carton product	MTMS216B	Inspect carton meat
MTMP2197C	Clean after operations - boning room	MTMS217A	Prepare dry ingredients
MTMPS203C	Operate scales and semi- automatic labelling machinery	MTMS218B	Measure and calculate routine workplace data
MTMPS205C	Clean chillers	MTMS219A	Manually link and tie product
MTMPS206C	Operate a forklift in a specific workplace	MTMSR201C	Prepare and slice meat cuts
MTMPS300A	Assess product in chillers	MTMSR202C	Trim meat to specifications
MTMPSR201C	Vacuum pack product	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR203A	Sharpen knives	MTMSR204C	Despatch meat product
MTMS205C	Package product using thermoform process	FDFOP2007A	Work in a freezer storage area
MTMS206C	Package product using gas flushing process	FDFOP2010A	Work with temperature controlled stock
MTMS207C	Operate bar and coder systems	MSL922001A	Record and present data
MTMS208C	Operate metal detection unit	CPPCLO3038A	Clean food-handling areas
MTMS210B	Select/identify and prepare casings	TLID2013A	Move materials mechanically using automated equipment
MTMS211B	Manually shape and form product		
Group C			

MTMP3100B	Use standard product descriptions - beef	MTMS311B	Operate complex slicing and packaging machinery
MTMP3101B	Use standard product descriptions - pork	MTMS312A	Prepare meat-based pates and terrines for commercial sale
MTMP3102B	Provide coaching	MTMS313A	Prepare product formulations
MTMP3103B	Provide mentoring	MTMS314A	Ferment and mature product
MTMPS204C	Maintain production records	MTMS315A	Blend meat product
MTMPSR301C	Cure and corn product	MTMSR301C	Break carcase into primal cuts
MTMS300B	Operate mixer/blender unit	MTMSR302C	Prepare primal cuts
MTMS301B	Cook, steam and cool product	MTMSR303A	Smoke product
MTMS302B	Prepare dried meat	BSBINM302A	Utilise a knowledge management system
MTMS303B	Fill casings	FDFOP3002A	Set up a production or packaging line for operation
MTMS304B	Thaw product - water	MSL904001A	Perform standard calibrations
MTMS305B	Thaw product - air	MSL952002A	Handle and transport samples or equipment
MTMS306B	Identify and repair equipment faults	MSL954001A	Obtain representative samples in accordance with sampling plan
MTMS307A	Sort meat	MSL973001A	Perform basic tests
MTMS308A	Batch meat	TAEDEL301A	Provide work skill instruction
MTMS309B	Operate product forming machinery	TLIA2009A	Complete and check import/export documentation
MTMS310B	Operate link and tie		

machinery	
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Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives
MTMSR301C Break carcass into primal cuts	MTMPSR203A Sharpen knives
MTMSR302C Prepare primal cuts	MTMPSR203A Sharpen knives

MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)

Modification History

Release	TP Version	Comments
4	MTM11v4	Added elective unit <i>MTMSR215A Package meat and smallgoods for retail sale</i>
3	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
2	MTM11v3	<i>MTMS212B Manually link and tie product</i> superseded by <i>MTMS219A Manually link and tie product</i> Updated equivalent imported units: <i>PRMCL38A Clean a food handling area</i> to <i>CPPCLO3038A Clean food-handling areas</i> <i>HLTFA301B Apply first aid</i> to <i>HLTFA301C</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by smallgoods producers working in a small to medium-sized traditional smallgoods enterprise which produces a range of smallgoods products.

It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- smallgoods producer
- smallgoods maker.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of the Certificate I and II in Meat Processing (Smallgoods) qualifications
- by direct entry without prior smallgoods skills or knowledge
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and carrying out instructions• speaking clearly and directly with other personnel• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums• interpreting customer needs, for example, product specifications• using mathematical skills in areas such as time, weights and temperature
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none">• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction• solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed• using numeracy skills to solve problems, for example, adjusting smoke room temperatures
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as introduction of new product or equipment
Planning and organising	<ul style="list-style-type: none">• collecting, analysing and organising information, such as work instructions or Standard Operating Procedures• using basic business systems for planning and organising, for

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>example, customer specifications</p> <ul style="list-style-type: none"> • taking initiative and making decisions within workplace role, for example, recommending alternative or additional product to customers • managing time and priorities, such as work times and delivery times for customer orders
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to product or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, for example, bowl cutter • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-six units of competency in total.

- complete all five core units of competency
- complete a minimum of two units from Group A
- complete a minimum of seven units from Group B
- complete a minimum of seven units from Group C
- complete at least one unit from Group D.

Up to four elective units may be selected from any Certificate II or III qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units	
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace

MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures		
Elective units			
Group A			
MTMPS201C	Clean work area during operations	FDFOP2061A	Use numerical applications in the workplace
MTMS101C	Handle materials and products	HLTFA301C	Apply first aid
MTMS102C	Pack smallgoods product		
Group B			
MTMP2054C	Inspect hindquarter and remove contamination	MTMS213B	Slice product using simple machinery
MTMP2055C	Inspect forequarter and remove contamination	MTMS214B	Rotate stored meat
MTMP2133C	Store carcase product	MTMS215B	Rotate meat product
MTMP2134C	Store carton product	MTMS216B	Inspect carton meat
MTMP2197C	Clean after operations - boning room	MTMS217A	Prepare dry ingredients
MTMPS203C	Operate scales and semi-automatic labelling machinery	MTMS218B	Measure and calculate routine workplace data
MTMPS205C	Clean chillers	MTMS219A	Manually link and tie product
MTMPS206C	Operate a forklift in a specific workplace	MTMSR201C	Prepare and slice meat cuts

MTMPS300A	Assess product in chillers	MTMSR202C	Trim meat to specifications
MTMPSR201C	Vacuum pack product	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR203A	Sharpen knives	MTMSR204C	Despatch meat product
MTMS205C	Package product using thermoform process	MTMSR215A	Package meat and smallgoods for retail sale
MTMS206C	Package product using gas flushing process	FDFOP2007A	Work in a freezer storage area
MTMS207C	Operate bar and coder systems	FDFOP2010A	Work with temperature controlled stock
MTMS208C	Operate metal detection unit	MSL922001A	Record and present data
MTMS210B	Select/identify and prepare casings	CPPCLO3038A	Clean food-handling areas
MTMS211B	Manually shape and form product	TLID2013A	Move materials mechanically using automated equipment
Group C			
MTMPSR301C	Cure and corn product	MTMS312A	Prepare meat-based pates and terrines for commercial sale
MTMS300B	Operate mixer/blender unit	MTMS313A	Prepare product formulations
MTMS301B	Cook, steam and cool product	MTMS314A	Ferment and mature product
MTMS302B	Prepare dried meat	MTMS315A	Blend meat product
MTMS307A	Sort meat	MTMSR303A	Smoke product
MTMS308A	Batch meat		

Group D			
MTMP3100B	Use standard product descriptions - beef	MTMSR301C	Break carcass into primal cuts
MTMP3101B	Use standard product descriptions - pork	MTMSR302C	Prepare primal cuts
MTMPS204C	Maintain production records	MSL904001A	Perform standard calibrations
MTMS303B	Fill casings	MSL952002A	Handle and transport samples or equipment
MTMS304B	Thaw product - water	MSL954001A	Obtain representative samples in accordance with sampling plan
MTMS305B	Thaw product - air	MSL973001A	Perform basic tests
MTMS306B	Identify and repair equipment faults	TAEDEL301A	Provide work skill instruction

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives
MTMSR301C Break carcass into primal cuts	MTMPSR203A Sharpen knives
MTMSR302C Prepare primal cuts	MTMPSR203A Sharpen knives

MTM40111 Certificate IV in Meat Processing (Leadership)

Modification History

Release	TP Version	Comments
4	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Updated equivalent imported Unit <i>BSBCUS402A Address customer needs</i> to <i>BSBCUS402C</i>
2	MTM11v1.1	Update of imported Units from TAE10 Training and Education Training Package
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by experienced meat workers who are carrying out supervisory roles.

Job roles

Job role titles covered by this qualification may include:

- meat processing supervisor
- meat processing team leader
- smallgoods supervisor
- boning room supervisor
- meat department supervisor
- meat processing assessor.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of any Certificate II or III Meat Processing qualification
- by direct entry with industry experience but without prior qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- approved Skill Sets to gain expertise in specific skilled job roles
- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and interpreting worker issues or management concerns• speaking clearly and directly with other personnel, such as workers, management and customers• reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations• preparing written documentation, such as reports• using mathematical skills in areas such as time and temperature• sharing information with co-workers, managers, customers and regulatory authorities• applying negotiation, persuasion and assertiveness skills when carrying out supervisory duties• showing empathy with worker and customer issues when appropriate
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own technical knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as when addressing food safety issues• identifying and utilising the strengths of other team members, such as specialised technical knowledge• providing coaching and mentoring support to new workers

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, such as rostering issues• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction• working with a team to resolve a problem, for example, a production issue• using numeracy skills, such as graphing and charting, to resolve problems• resolving concerns raised by external groups, such as customers or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as changes to customer specifications or introduction of new equipment• translating ideas into action, for example, revising a work instruction or Standard Operating Procedure• identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in process to achieve better productivity
Planning and organising	<ul style="list-style-type: none">• collecting, analysing and organising information, such as HACCP reports• using basic business processes for planning and organising, for example, production schedules• taking initiative and making decisions within workplace role, for example, setting production levels• managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions• determining, applying and allocating resources, such as budget, product and personnel• adapting resource allocations to cope with contingencies, for example, shortage of stock or staff
Self-management	<ul style="list-style-type: none">• having and articulating own ideas and vision, for example, when contributing to company business planning processes• monitoring and evaluating own performance to ensure company production requirements are met efficiently• taking responsibility for work output within area of responsibility
Learning	<ul style="list-style-type: none">• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • contributing to the learning of others through support of professional development or informal processes • applying a range of learning approaches appropriate to individual and situational requirements
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • adapting to new technology requirements, such as new software or machinery • applying technology as a management tool, for example, running production reports

Packaging Rules

Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency.

A maximum of three units can be selected from other Certificate IV or Diploma qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat processing job roles and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
Level II core			
MTMCOR201A	Maintain personal equipment	MTMCOR204A	Follow safe work policies and procedures
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMCOR206A	Overview the meat industry
Level IV core			
MTMCOR401C	Manage own work performance	MTMCOR403A	Participate in OH&S risk control process
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR404A	Facilitate hygiene and sanitation performance
Elective units			
MTMP407B	Supervise new recruits	BSBINM401A	Implement workplace information system
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	BSBINN301A	Promote innovation in a team environment
MTMPSR401C	Coordinate contracts	BSBLED401A	Develop teams and individuals

MTMPSR402C	Prepare and evaluate resource proposals	BSBMGT402A	Implement operational plan
MTMPSR403C	Facilitate achievement of enterprise environmental policies and goals	BSBMGT403A	Implement continuous improvement
MTMPSR404C	Foster a learning culture in a meat enterprise	BSBWOR402A	Promote team effectiveness
MTMPSR405C	Build productive and effective workplace relationships	SIRXFIN004A	Manage financial resources
MTMPSR406C	Manage and maintain a food safety plan	SIRXINV004A	Buy merchandise
MTMPSR411A	Lead communication in the workplace	SIRXINV005A	Control inventory
MTMPSR412A	Participate in product recall	TAEASS401B	Plan assessment activities and processes
MTMPSR415A	Develop and implement work instructions and SOPs	TAEASS402B	Assess competence
BSBCUS402B	Address customer needs		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40211 Certificate IV in Meat Processing (Meat Safety)

Modification History

Release	TP Version	Comments
5	MTM11v4	Replaced elective unit <i>MTMP410A Oversee humane handling of animals</i> with <i>MTMP414A Oversee humane handling of animals</i>
4	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
3	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Minor typographical correction
2	MTM11v2	<i>MTMP411A Inspect game meat</i> updated to <i>MTMP411B Inspect wild game meat</i>
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises, usually at export processing plants. At the time of endorsement of this Training Package legislation and regulatory requirements relating to meat inspection were undergoing considerable change at both state/territory and federal level. People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Quarantine Inspection Service (AQIS), as appropriate.

Job roles

Job role titles covered by this qualification may include:

- meat inspector.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of MTM30307 or MTM30311 Certificate III in Meat Processing (Meat Safety)
- by direct entry without prior meat processing skills or knowledge
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at Level IV, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM50111 Diploma of Meat Processing
- MTM5211 Diploma of Meat Processing (Meat Retailing).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Depending on the jurisdiction, Meat Inspectors must be registered with the relevant controlling authority (e.g. PrimeSafe (Victoria) or AQIS for export plants)

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and interpreting worker issues or management concerns• speaking clearly and directly with other personnel, such as workers, management and customers• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives• preparing written documentation, such as reports• using mathematical skills, such as graphing, calculation and prediction• sharing information with managers and regulatory authorities• applying negotiation, persuasion and assertiveness skills when addressing food safety issues
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own food safety knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as when addressing food safety issues
Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, such as food safety issues• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction or implement corrective action• using numeracy skills, such as calculation, prediction and graphing, to resolve problems• resolving concerns raised by external groups, such as customers

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to processes or introduction of new equipment • translating ideas into action, for example contributing to the revision of a work instruction or Standard Operating Procedure • generating a range of options in response to workplace issues, for example, suggesting a range of alternatives for addressing food safety issues
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as HACCP reports and testing results • using basic business processes for planning and organising, for example, preparation of on-plant audits • taking initiative and making decisions within workplace role for determining corrective actions • managing time and priorities, such as meeting report deadlines and completing audit processes
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure meat safety requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed legislation or food safety standards • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques, for example, Refrigeration Index • managing own learning to ensure currency, for example, by attending technical workshops or through internet research
Technology	<ul style="list-style-type: none"> • using technology ,such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-eight units of competency in total.

- complete all sixteen core units of competency
- complete a minimum of three units from Group A
- complete a minimum of five units from Group B.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	MTMCOR403A	Participate in OH&S risk control process
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR404A	Facilitate hygiene and sanitation performance
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMP3003A	Handle animals humanely while conducting ante-mortem inspection
MTMCOR204A	Follow safe work policies and procedures	MTMP3071C	Perform ante-mortem inspection and make disposition
MTMCOR205A	Communicate in the workplace	MTMP3072C	Perform post-mortem inspection and make disposition
MTMCOR206A	Overview the meat industry	MTMP3073B	Implement food safety program
MTMCOR401C	Manage own work performance	MTMP408A	Inspect transportation container/vehicle
MTMCOR402C	Facilitate Quality Assurance process	MTMPSR203A	Sharpen knives
Elective units			
Group A			
MTMP3042C	Prepare head for inspection	MTMP3077B	Perform offal Meat Hygiene Assessment
MTMP3046A	Prepare and present viscera for inspection	BSBFLM312C	Contribute to team effectiveness
MTMP3074B	Perform carcase Meat Hygiene Assessment	MSL904001A	Perform standard calibrations
MTMP3075B	Perform process	MSL922001A	Record and present data

	monitoring for Meat Hygiene Assessment		
MTMP3076B	Perform boning room Meat Hygiene Assessment	MSL954001A	Obtain representative samples in accordance with sampling plan
Group B			
MTMP401B	Utilise refrigeration index	MTMPS415A	Conduct an internal audit of a documented program
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPS418A	Oversee export requirements
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPSR405C	Build productive and effective workplace relationships
MTMP409A	Maintain abattoir design and construction standards	MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
MTMP414A	Oversee humane handling of animals	MTMPSR414A	Establish sampling program
MTMP411B	Inspect wild game meat	MTMPSR415A	Develop and implement work instructions and SOPs
MTMP412A	Inspect poultry	FDFAU4001A	Assess compliance with food safety programs
MTMP413A	Inspect ratites	FDFAU4003A	Conduct food safety audits
MTMPS411C	Monitor meat preservation process	FDFAU4002A	Communicate and negotiate to conduct food safety audits
MTMPS412C	Monitor and overview the production of processed meats and smallgoods	PSPREG412A	Gather and manage evidence
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMP3071C Perform ante-mortem inspection and make disposition	MTMP3003A Handle animals humanely while conducting ante-mortem inspection
MTMP3072C Perform post-mortem inspection and make disposition	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3046B Prepare and present viscera for inspection	MTMPSR203A Sharpen knives
MTMP3074B Perform carcase Meat Hygiene Assessment	MTMPSR203A Sharpen knives
MTMPS4148B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UFCM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40311 Certificate IV in Meat Processing (Quality Assurance)

Modification History

Release	TP Version	Comments
3	MTM11v4	<i>MTMCOR203A Apply Quality Assurance practices updated to correct unit MTMCOR203B Comply with Quality Assurance and HACCP requirements in Entry Requirements</i>
2	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Minor typographical correction
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by Quality Assurance officers in abattoirs and smallgoods production enterprises.

Job roles

Job role titles covered by this qualification may include:

- Quality Assurance officer
- Quality Assurance supervisor
- Quality Assurance auditor
- Quality Assurance manager
- compliance manager.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate II or III in Meat Processing
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Entry requirements

The following units must be completed prior to commencing this qualification:

- MTMCOR201A Maintain personal equipment
- MTMCOR204A Follow safe work policies and procedures
- MTMCOR202A Apply hygiene and sanitation practices
- MTMCOR205A Communicate in the workplace
- MTMCOR203B Comply with Quality Assurance and HACCP requirements
- MTMCOR206A Overview the meat industry

In addition, the trainee must have completed a minimum of twelve months relevant employment in a meat processing plant, or hold an appropriate qualification which provides background understanding of a Quality Assurance system.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at Level IV, with credit for applicable units successfully completed

- approved Skill Sets to gain expertise in specific skilled job roles, for example, the Meat Industry Microbiological Skill Set
- TAE40110 Certificate IV in Training and Assessment
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing)

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and interpreting worker issues or management concerns• speaking clearly and directly with other personnel, such as workers or management, and customers• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives• preparing written documentation, such as reports• using mathematical skills in areas such as graphing, calculation and prediction• sharing information with managers and regulatory authorities• applying negotiation, persuasion and assertiveness skills when addressing Quality Assurance issues
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own Quality Assurance knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as when addressing food safety issues• identifying and utilising the strengths of other team members, such as specialised technical knowledge• providing coaching and mentoring support to new workers
Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, such as food safety issues

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction or implement corrective action• using numeracy skills, such as prediction, calculation and graphing, to resolve problems• resolving concerns raised by external groups, such as customers or regulatory authorities• translating ideas into action by demonstrating suggestions• initiating and developing innovative solutions, for example, alternative storage arrangements
Initiative and enterprise	<ul style="list-style-type: none">• adapting to new situations, such as changes to products or introduction of new equipment• translating ideas into action, for example, contributing to the revision of a work instruction or Standard Operating Procedure• generating a range of options in response to workplace issues, for example, suggesting a range of alternatives for addressing a corrective action
Planning and organising	<ul style="list-style-type: none">• collecting, analysing and organising information, such as HACCP reports and testing results• using basic business processes for planning and organising, for example, preparation of on-plant audits• taking initiative and making decisions within workplace role for determining corrective actions• participating in continuous improvement and planning processes• determining or applying required resources, for example, establishing an audit schedule• managing time and priorities such as meeting report deadlines and completing audit processes• adapting resource allocations to cope with contingences, for example, staff shortages
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure meat safety requirements are met• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• being receptive to learning new ideas and techniques, such as changed legislation or food safety standards• learning in a range of settings, such as through formal training

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>or informally from other workers</p> <ul style="list-style-type: none"> • learning new skills and techniques, for example, Refrigeration Index • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • contributing to the learning of others through support of professional development or informal processes • applying a range of learning approaches appropriate to individual and situational requirements
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • applying technology as a management tool, for example, running production reports

Packaging Rules

Packaging Rules

Complete twelve units of competency in total

- complete all six core units of competency
- complete six elective units of competency.

Up to two units may be substituted with units selected from another Certificate IV qualification in this Training Package, or another Training Package or accredited course. The selected units must be relevant to the nominated meat processing job and must not duplicate units already contained in the qualification.

Qualification structure

Core units	
MTMCOR401C Manage own work performance	MTMCOR404A Facilitate hygiene and sanitation performance
MTMCOR402C Facilitate Quality Assurance process	MTMPS415A Conduct an internal audit of a documented program
MTMCOR403A Participate in OH&S risk	MTMPSR413A Participate in ongoing

control process		development and implementation of a HACCP and Quality Assurance system	
Elective units			
MTMP401B	Utilise refrigeration index	MTMPSR408A	Specify beef product using AUS-MEAT language
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPSR409A	Specify sheep product using AUS-MEAT language
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPSR410A	Specify pork product using AUS-MEAT language
MTMP404B	Apply meat science	MTMPSR412A	Participate in product recall
MTMP405B	Conduct and validate pH/temperature declines to Meat Standards Australia standards	MTMPSR415A	Develop and implement work instructions and SOPs
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	FDFAU4001A	Assess compliance with food safety programs
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat	FDFAU4002A	Communicate and negotiate to conduct food safety audits
MTMPS416A	Conduct statistical analysis of process	FDFAU4003A	Conduct food safety audits
MTMPS417A	Manage/oversee an external audit of the establishment's quality system	FDFAU4004A	Identify, evaluate and control food safety hazards

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40411 Certificate IV in Meat Processing (General)

Modification History

Release	TP Version	Comments
6	MTM11v4	Replaced elective unit <i>MTMP410A Oversee humane handling of animals</i> with <i>MTMP414A Oversee humane handling of animals</i>
5	MTM11v3.1	Name change to core unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
4	MTM11v3	Added new Elective Unit <i>MTMPSR415A Develop and implement work instructions and SOPs</i> Updated equivalent imported Unit <i>BSBCUS402A Address customer needs to BSBCUS402C</i>
3	MTM11v2	<i>MTMP411A Inspect game meat</i> updated to <i>MTMP411B Inspect wild game meat</i>
2	MTM11v1.1	Update of imported Units from TAE10 Training and Education Training Package
1	MTM11v1	Initial release

Description

This qualification covers work activities undertaken by workers at supervisory or post-trade level in the meat industry. It is designed to enable candidates to select a mix of technical and leadership units to suit their job roles and career requirements. This qualification is also designed to enable candidates to gain cross-sectoral experience in the meat industry.

Job roles

Job role titles covered by this qualification may include:

- meat retailing supervisor
- smallgoods production supervisor
- meat processing production supervisor
- responsible UCFM officer
- meat processing assessor
- lairage supervisor
- rendering supervisor.
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Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry with industry experience but without formal qualifications
- after completion of a trade qualification
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing)
- TAE40110 Certificate IV in Training and Assessment.
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

People working as industry assessors must address Australian Quality Training Framework (AQTF) requirements.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• listening and interpreting worker issues or management concerns• speaking clearly and directly with other personnel, such as workers, management and customers• reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations• preparing written documentation, such as reports• using mathematical skills, such as time and temperature• sharing information with co-workers, managers, customers and regulatory authorities
Teamwork	<ul style="list-style-type: none">• working effectively as an individual as well as in a work team• working effectively with workers from another country• applying own technical knowledge to assist other members of the work team• using teamwork skills in a range of situations, such as addressing food safety issues
Problem solving	<ul style="list-style-type: none">• developing practical and creative solutions to workplace problems, such as rostering issues• showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction• working with a team to resolve a problem, for example, a production issue• using numeracy skills, such as graphing and charting, to resolve

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	problems
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in processes to achieve better productivity
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as HACCP reports • using basic business processes for planning and organising, for example, production schedules • taking initiative and making decisions within workplace role, for example, setting production levels • managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions • participating in continuous improvement and planning processes, for example, Quality Assurance
Self-management	<ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when contributing to company business planning processes • monitoring and evaluating own performance to ensure company production requirements are met efficiently • taking responsibility for work output within area of responsibility
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • applying a range of learning approaches appropriate to individual and situational requirements
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">• applying OH&S requirements when using technology• adapting to new technology requirements, such as new software• applying technology as a management tool, for example, running production reports and using spreadsheets
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Packaging Rules

Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency. At least one elective unit must be selected from Group A and one from at least one other Group.

Up to three of the eight technical units can be selected from a Certificate IV or Diploma from this or any other Training Package. Selected units must be relevant to the identified meat processing job and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	MTMCOR204A	Follow safe work policies and procedures
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMCOR206A	Overview the meat industry
MTMCOR401C	Manage own work performance	MTMCOR403A	Participate in OH&S risk control process
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR404A	Facilitate hygiene and sanitation performance
Elective units			
Group A: Technical units			
MTMP401B	Utilise refrigeration index	MTMPS411C	Monitor meat preservation process

MTMP402B	Implement a Meat Hygiene Assessment program	MTMPS412C	Monitor and overview the production of processed meats and smallgoods
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
MTMP404B	Apply meat science	MTMPS416A	Conduct statistical analysis of process
MTMP405B	Conduct and validate pH/temperature declines to Meat Standards Australia standards	MTMPS418A	Oversee export requirements
MTMP409A	Maintain abattoir design and construction standards	MTMPSR408A	Specify beef product using AUS-MEAT language
MTMP414A	Oversee humane handling of animals	MTMPSR409A	Specify sheep product using AUS-MEAT language
MTMP411B	Inspect wild game meat	MTMPSR410A	Specify pork product using AUS-MEAT language
MTMP412A	Inspect poultry	MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
MTMP413A	Inspect ratites	MTMPSR414A	Establish sampling program
Group B: Management units			
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	BSBHRM402A	Recruit, select and induct staff
MTMPSR401C	Coordinate contracts	BSBINM401A	Implement workplace information system
MTMPSR402C	Prepare and evaluate resource proposals	BSBMGT402A	Implement operational plan
MTMPSR403C	Facilitate achievement of	BSBMGT403A	Implement continuous

	enterprise environmental policies and goals		improvement
MTMPSR406C	Manage and maintain a food safety plan	BSBMKG414B	Undertake marketing activities
MTMPSR407A	Assess and evaluate meat industry requirements and processes	BSBRKG404A	Monitor and maintain records in an online environment
MTMPSR412A	Participate in product recall	PSPREG412A	Gather and manage evidence
MTMPSR415A	Develop and implement work instructions and SOPs	SIRXFIN004A	Manage financial resources
MTMPS417A	Manage/oversee an external audit of the establishment's quality system	SIRXINV004A	Buy merchandise
BSBCUS402B	Address customer needs	SIRXINV005A	Control inventory
Group C: Leadership units			
MTMP407B	Supervise new recruits	BSBINN301A	Promote innovation in a team environment
MTMPSR404C	Foster a learning culture in a meat enterprise	BSBLED401A	Develop teams and individuals
MTMPSR405C	Build productive and effective workplace relationships	BSBWOR402A	Promote team effectiveness
MTMPSR411A	Lead communication in the workplace		
Group D: Auditing units			
MTMPS415A	Conduct an internal audit of a documented program	FDFAU4003A	Conduct food safety audits
FDFAU4001A	Assess compliance with food safety programs	FDFAU4004A	Identify, evaluate and control food safety hazards
FDFAU4002A	Communicate and negotiate to conduct food		

safety audits		
Group E: Training units		
TAEASS401B	Plan assessment activities and processes	TAEASS402B Assess competence

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

SFI30111 Certificate III in Aquaculture

Modification History

Release	TP Version	Comments
5	SFI11v2.2	<p><i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i></p> <p>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></p> <p>Superseded units from <i>SRO03 Outdoor Recreation Industry Training Package</i> replaced with new units from <i>SIS10 Sport, Fitness and Recreation Training Package</i></p>

Release	TP Version	Comments
		Superseded units from <i>TDM07 Maritime Training Package</i> replaced with new units from <i>MAR Maritime Training Package</i>
4	SFI11v2	<p><i>SFIDIVE301B Work effectively as a diver in the seafood industry</i> replaced with <i>SFIDIVE309A Work effectively as a diver in the seafood industry</i></p> <p><i>SFIDIVE302B Perform diving operations using surface-supplied breathing apparatus</i> replaced with <i>SFIDIVE310A Perform diving operations using SSBA</i></p> <p><i>SFIDIVE303B Perform diving operations using self-contained underwater breathing apparatus</i> replaced with <i>SFIDIVE311A Perform diving operations using SCUBA</i></p> <p><i>SFIDIVE304B Undertake emergency procedures in diving operations using surface-supplied breathing apparatus</i> replaced with <i>SFIDIVE312A Undertake emergency procedures in diving operations using SSBA</i></p> <p><i>SFIDIVE305B Undertake emergency procedures in diving operations using self-contained underwater breathing apparatus</i> replaced with <i>SFIDIVE313A Undertake emergency procedures in diving operations using SCUBA</i></p> <p><i>SFIDIVE306B Perform compression chamber diving operations</i> replaced with <i>SFIDIVE314A Perform compression chamber diving operations</i></p> <p><i>SFIDIVE307B Perform underwater work in the aquaculture sector</i> replaced with <i>SFIDIVE315A Perform underwater work in the aquaculture sector</i></p> <p><i>SFIDIVE308B Perform underwater work in the wild catch sector</i> replaced with <i>SFIDIVE316A Perform underwater work in the wild catch sector</i></p>
3	SFI11v1.3	<p><i>HLTFA301B Apply first aid</i> replaced with <i>HLTFA311A Apply first aid in response to</i></p>

Release	TP Version	Comments
		regulatory changes
2	SFI11v1.1	<p><i>TLID2010A Operate a forklift</i> replaced with <i>TLILIC2001A Licence to operate a forklift truck</i> in response to regulatory changes</p> <p><i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i></p> <p>Equivalent imported units updated</p> <p>Included prerequisites in Packaging Rules</p>
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to an individual working in the aquaculture sector of the seafood industry in the capacity of a skilled worker or leading hand.

The qualification will have application for people working:

- for companies providing contract specialist services for aquaculture operations
- in hatcheries and nurseries
- in live post-harvest holding facilities, such as processing plants, wholesalers or transporters
- in pet shops, public aquaria, zoos or other facilities with aquatic animals
- on aquaculture farms or fishout/put-and-take operations.

Job roles

An individual 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 may coordinate some team activities. Their duties may include:

- installing or constructing stock culture or holding structures and other allied structures
- maintaining the culture or holding environment by:
 - treating and disposing of effluent and wastes
 - monitoring environmental conditions
 - maintaining water quality
- overseeing stock-related activities, such as:
 - feeding, handling, harvesting and controlling predators, pests and diseases
- responsibility for:
 - operating high technology water treatment components
 - implementing emergency procedures
 - implementing occupational health and safety policies and guidelines.

Duties may vary between aquaculture and aquatic holding enterprises.

Job role titles may include:

- autonomous farm attendant
- junior technician
- leading hand
- senior shop hand
- shift or team leader
- supervisor
- work foreman.
-

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- by direct entry
- after completion of the SFI20111 Certificate II in Aquaculture.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI40111 Certificate IV in Aquaculture
- SFI40311 Certificate IV in Seafood Industry (Environmental Management).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Licences for operating motor vehicles, tractors, forklifts, vessels and other plant apply to some competencies. Occupational health and safety (OHS), food safety and environmental protection regulations apply to aquaculture enterprises.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI30111 Certificate III in Aquaculture

The following table contains a summary of the employability skills as identified by the aquaculture 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/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> counting stock numbers estimating percentage of feed consumed estimating the duration of tasks reading and interpreting standard operating procedures (SOPs) and equipment manufacturer guidelines or instructions reading meters or test kits when making adjustments to culture or holding environment or calibrating equipment reading schedules relating to feeding, grading or harvesting recording and reporting data summarising oral reports of team members on work activities, problems and abnormal stock behaviour for a supervisor.
Teamwork	<ul style="list-style-type: none"> contributing to participative OHS arrangements overseeing or coordinating work of other team members respecting people from diverse backgrounds sharing information relevant to work with co-workers undertaking duties in a positive manner to promote cooperation.
Problem solving	<ul style="list-style-type: none"> developing practical and creative solutions to workplace problems either individually or in teams recognising and resolving problems and conflicts that may arise in the workplace recording and reviewing water quality data or environmental conditions reporting problems to supervisor.
Initiative and enterprise	<ul style="list-style-type: none"> adapting to new situations being creative in response to workplace challenges identifying opportunities that might not be obvious to others identifying, assessing and managing environmental, OHS and

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> food safety hazards monitoring and responding to changing weather conditions monitoring stock and responding to abnormal activity recognising and reporting faulty equipment and following OHS procedures.
Planning and organising	<ul style="list-style-type: none"> applying continuous improvement processes coordinating labour, equipment and other resources to ensure that work is carried out according to timelines and priorities establishing and communicating clear goals and deliverables for self and team members identifying hazards prior to commencing a job planning for self and work team to complete work within an allocated timeframe.
Self-management	<ul style="list-style-type: none"> maintaining own knowledge of the job role, reviewing own performance and actively seeking and acting upon advice and guidance prioritising work and completing delegated tasks taking responsibility at the appropriate level.
Learning	<ul style="list-style-type: none"> being open to learning, new ideas and techniques identifying own learning needs for future work requirements and career aspirations learning in a range of settings, including informal learning sharing knowledge and skills with other team members.
Technology	<ul style="list-style-type: none"> examining options for automation, mechanisation or other technology to reduce risks and improve efficiencies using automated equipment, such as feeders and data loggers.

Packaging Rules

Packaging Rules

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

- four (4) core units **plus**
- five (5) aquaculture specialist elective units (Group A) **plus**
- nine (9) elective units that may be selected from a combination of:
 - Group A aquaculture 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 aquaculture operations 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 aquaculture operations that are growing or holding 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: Aquaculture specialist units

Unit code	Unit title
SFIAQUA301C	Oversee and undertake effluent and waste treatment and disposal
SFIAQUA302C	Construct or install stock culture, holding and farm structures
SFIAQUA303C	Coordinate stock handling activities
SFIAQUA308C	Maintain water quality and environmental monitoring
SFIAQUA309C	Oversee harvest and post-harvest activities
SFIAQUA311B	Oversee production and maintain algal or live-feed cultures
SFIAQUA313B	Oversee operations of high technology water treatment components

Unit code	Unit title
SFIAQUA314A	Support hatchery operations
SFIAQUA315A	Oversee emergency procedures for on-land operations
SFIAQUA316A	Oversee the control of predators and pests
SFIAQUA317A	Oversee the control of diseases
SFIAQUA318A	Coordinate feed activities
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIEMS302B	Act to prevent interaction with protected species
SFIOHS301C	Implement OHS policies and guidelines
AHCCHM303A	Prepare and apply chemicals
AHCLSK319A	Slaughter livestock

Group B: Other elective units

Aquaculture operations

Unit code	Unit title
SFIAQUA209C	Manipulate stock culture environment
SFIAQUA213C	Monitor stock and environmental conditions
SFIAQUA217B	Maintain stock culture, holding and other farm structures
SFIAQUA220A	Use waders
SFIFISH209C	Maintain the temperature of seafood
SFISTOR202C	Receive and distribute product
SFISTOR204A	Prepare, pack and dispatch stock for live transport
SFISTOR205A	Prepare, pack and dispatch non-live product

Unit code	Unit title
AHCWRK305A	Coordinate work site activities
FDFOP2063A	Apply quality systems and procedures

Crane operations

Unit code	Unit title
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC3008A	Licence to operate a slewing mobile crane (up to 20 tonnes)

Diving operations

Unit code	Unit title
SFIDIVE309A	Work effectively as a diver in the seafood industry* <i>HLTFA311A Apply first aid</i>
SFIDIVE310A	Perform diving operations using SSBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE311A	Perform diving operations using SCUBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE312A	Undertake emergency procedures in diving operations using SSBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE313A	Undertake emergency procedures in diving operations using SCUBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE314A	Perform compression chamber diving operations*

Unit code	Unit title
	<i>HLTFA311A Apply first aid</i>
SFIDIVE315A	Perform underwater work in the aquaculture sector* <i>HLTFA311A Apply first aid</i>
SFIDIVE316A	Perform underwater work in the wild catch sector* <i>HLTFA311A Apply first aid</i>
SISOOPS304A	Plan for minimal environmental impact
SISOODR302A	Plan outdoor recreation activities
SISOSCB301A	SCUBA dive in open water to a maximum depth of 18 metres

Farm operations

Unit code	Unit title
AHCAGB301A	Keep records for a primary production business
AHCARB205A	Operate and maintain chainsaws
AHCBIO202A	Follow site quarantine procedures
AHCCHM201A	Apply chemicals under supervision
AHCCHM304A	Transport, handle and store chemicals
AHCMOM305A	Operate specialised machinery and equipment

Fishing operations

Unit code	Unit title
SFIFISH210C	Assemble and repair damaged netting
SFIFISH309B	Construct nets and customise design* <i>SFIFISH210C Assemble and repair damaged netting</i>

Unit code	Unit title
SFIFISH310A	Adjust and position fishing gear
SFIFISH311A	Operate vessel deck machinery and lifting appliance

Maintenance and operations support

Unit code	Unit title
AHCINF303A	Plan and construct conventional fencing
AHCLSC302A	Construct landscape features using concrete
AHCLSC303A	Construct brick and/or block structures and features
AHCLSC304A	Erect timber structures and features
AHCLSK321A	Service and repair bores and windmills

Maritime operations

The units in this group include the remaining MAR units required to achieve MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal). MAR units equivalent to the former Elements of Shipboard Safety are also available in SFI20111 Certificate II in Aquaculture.

Unit code	Unit title
MARB001	Assist with routine maintenance of a vessel
MARB002	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems
MARB009	Manage refuelling
MARC003	Operate and maintain extra low and low voltage electrical systems and equipment
MARC005	Operate inboard and outboard motors
MARC006	Operate main propulsion and auxiliary systems
MARC020	Transmit and receive information by marine radio

MARF001	Apply basic survival skills in the event of vessel abandonment
MARF002	Follow procedures to minimise and fight fires on board a vessel
MARF004	Meet work health and safety requirements
MARF005	Survive at sea using survival craft
MARG002	Manage a small crew
MARH001	Plan and navigate a passage for a vessel up to 12 metres
MARI001	Comply with regulations to ensure safe operation of a vessel up to 12 metres
MARI002	Comply with regulations to ensure safe operation of a vessel up to 80 metres
MARJ001	Follow environmental work practices
MARK001	Handle a vessel up to 12 metres
MARN002	Apply seamanship skills aboard a vessel up to 12 metres
MARN003	Perform seamanship operations on board a vessel up to 24 metres

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Ornamental operations

Unit code	Unit title
ACMCAS305A	Maintain aquascapes and aquatic animals
SIRXICT303	Operate retail information technology systems
SIRXMER303	Coordinate merchandise presentation

Quality assurance, food safety and environmental management

Unit code	Unit title
SFIEMS401B	Conduct an internal audit of an environmental management system
BSBRSK401A	Identify risk and apply risk management processes
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFFS2001A	Implement the food safety program and procedures
FDFOP2013A	Apply sampling procedures
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>

Seafood processing

Unit code	Unit title
SFIPROC302C	Handle and pack sashimi-grade fish
SFIPROC304B	Boil and pack crustaceans
MTMSR303A	Smoke product

Seafood transport and storage

Unit code	Unit title
SFISTOR301C	Operate refrigerated storerooms
SITXINV201	Receive and store stock

Unit code	Unit title
SITXINV202	Maintain the quality of perishable items
SITXINV401	Control stock
TLILIC2001A	Licence to operate a forklift truck

Vessel operations

Unit code	Unit title
SFIFISH215B	Apply deckhand skills aboard a fishing vessel
SFISHIP202C	Contribute to safe navigation
SFISHIP206C	Operate a small vessel
SFISHIP207C	Operate and maintain outboard motors
SFISHIP211C	Prepare for maintenance

Business services

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

Unit code	Unit title
BSBITU309A	Produce desktop published documents
BSBRKG304B	Maintain business records
BSBSUS201A	Participate in environmentally sustainable work practices

Corporate 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
BSBFLM312C	Contribute to team effectiveness
BSBINN301A	Promote innovation in a team environment
BSBWOR301B	Organise personal work priorities and development

E-business

Unit code	Unit title
BSBITU305A	Conduct online transactions
BSBRES401A	Analyse and present research information
BSBRKG402B	Provide information from and about records

Training and assessment

Unit code	Unit title
TAEASS301B	Contribute to assessment

Unit code	Unit title
TAEDEL301A	Provide work skill instruction

SFI30211 Certificate III in Fishing Operations

Modification History

Release	TP Version	Comments
5	SFI11v2.2	<p><i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i></p> <p>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></p> <p>Superseded units from <i>SRO03 Outdoor Recreation Industry Training Package</i> replaced with new units from <i>SIS10 Sport, Fitness and Recreation Training Package</i></p> <p>Superseded units from <i>TDM07 Maritime Training Package</i> replaced with new units from <i>MAR Maritime Training Package</i></p>
4	SFI11v2	<p><i>SFIDIVE301B Work effectively as a diver in the seafood industry</i> replaced with <i>SFIDIVE309A Work effectively as a diver in the seafood industry</i></p> <p><i>SFIDIVE302B Perform diving operations using surface-supplied breathing apparatus</i> replaced with <i>SFIDIVE310A Perform diving operations using SSBA</i></p> <p><i>SFIDIVE303B Perform diving operations using self-contained underwater breathing apparatus</i> replaced with <i>SFIDIVE311A Perform diving operations using SCUBA</i></p> <p><i>SFIDIVE304B Undertake emergency procedures in diving operations using surface-supplied breathing apparatus</i> replaced with <i>SFIDIVE312A Undertake emergency procedures in diving operations using SSBA</i></p> <p><i>SFIDIVE305B Undertake emergency procedures in diving operations using self-contained underwater breathing apparatus</i> replaced with <i>SFIDIVE313A</i></p>

Release	TP Version	Comments
		<p><i>Undertake emergency procedures in diving operations using SCUBA</i></p> <p><i>SFIDIVE306B Perform compression chamber diving operations</i> replaced with <i>SFIDIVE314A Perform compression chamber diving operations</i></p> <p><i>SFIDIVE307B Perform underwater work in the aquaculture sector</i> replaced with <i>SFIDIVE315A Perform underwater work in the aquaculture sector</i></p> <p><i>SFIDIVE308B Perform underwater work in the wild catch sector</i> replaced with <i>SFIDIVE316A Perform underwater work in the wild catch sector</i></p>
3	SFI11v1.3	<p><i>HLTFA301B Apply first aid</i> replaced with <i>HLTFA311A Apply first aid</i> in response to regulatory changes</p>
2	SFI11v1.1	<p><i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i></p> <p>Equivalent imported units updated</p> <p>Included prerequisites in Packaging Rules</p>
1	SFI11	Initial release

Description

This qualification contains the competencies required by an experienced deckhand undertaking a wide range of fishing operation tasks.

Maritime certifications, such as a Coxswain, cannot be achieved through this qualification. Refer to the TDM07 Maritime Training Package for relevant qualifications.

Skill Sets are available through the SFI11 Seafood Industry Training Package as an alternative for fishers using the TDM07 Maritime Training Package to gain a maritime certification.

These include:

- Environmental Management Skill Set
- Fishing Operations Skill Set.

The qualification will have application for people working:

- for aquaculture farms using wild caught broodstock or seedstock
- on charter vessels
- on fishing vessels.

Job roles

Individuals operating at this level undertake a broad range of routine processes and procedures which may include:

- maintaining food safety and quality control procedures and policies
- overseeing cleaning and maintenance of equipment and vessel
- overseeing the handling, harvesting and sorting of by-catch
- selecting, deploying and operating fishing gear and equipment
- supervising or leading work teams.

Work may vary between enterprises.

Job role titles may include:

- senior deckhand
- Coxswain.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry and with or without prior fishing operations skills or knowledge
- through a school vocational studies program combined with work experience
- prior vocational qualifications related to maritime certifications, fishing, seafood processing or aquaculture operations.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake a:

- SFI40211 Certificate IV in Fishing Operations
- SFI40311 Certificate IV in Seafood Industry (Environmental Management)
- SFI50211 Diploma of Fishing Operations.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

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

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI30211 Certificate III in Fishing Operations

The following table contains a summary of the employability skills as identified by the fishing operations 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 workplace to another.

Employability Skill	Industry for this qualification include:
Communication	<ul style="list-style-type: none"> • completing forms/records accurately and legibly • estimating time to position fishing devices based on echo sounder • expressing own opinion clearly and listening to others without interrupting • giving clear instructions about tasks and methods to work teams • interpreting gear plans • interpreting work-related instructions, notices and documents • requesting assistance from appropriate personnel) as needed • reading and recording data from electronic detection equipment • reading tide tables.
Teamwork	<ul style="list-style-type: none"> • contributing to participative OHS and emergency arrangements • overseeing or coordinating work of other team members • respecting people from diverse backgrounds • sharing information relevant to work with co-workers • undertaking duties in a positive manner that promotes cooperation in the workplace.
Problem solving	<ul style="list-style-type: none"> • developing effective solutions to control level of risk associated with work tasks • identifying and rectifying unsafe and inefficient aspects of a work area • reconditioning or adjusting sub-optimal fishing gear • solving problems by asking questions and seeking advice.
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations • analysing fish catches to determine effectiveness and performance of fishing device • identifying, assessing and controlling environmental, OHS and

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">food safety hazards within area of responsibility• monitoring and responding to changing weather conditions• recognising and reporting faulty equipment• using criteria to assess effectiveness of sub-optimal fishing gear.
Planning and organising	<ul style="list-style-type: none">• coordinating labour, equipment and other resources to ensure that fishing operation is carried out according to strategy• developing a fishing strategy that takes into account all relevant factors• establishing and communicating clear directions and expectations to crew or on-land staff• following environmental management procedures• having appropriate techniques, tools and equipment for maintaining and readying fish devices for deployment• identifying hazards prior to commencing and during the fishing operation or task• maintaining catch at required temperature• planning for self and work team to complete operation within an allocated timeframe.
Self-management	<ul style="list-style-type: none">• maintaining own knowledge of the job role, reviewing own performance and actively seeking and acting upon advice and guidance• prioritising work and completing delegated tasks• taking responsibility for self and work outcomes of others at the appropriate level.
Learning	<ul style="list-style-type: none">• being open to learning, new ideas and techniques• identifying own learning needs for future work requirements and career aspirations• undertaking learning as required for work.
Technology	<ul style="list-style-type: none">• examining options mechanisation or other technology to reduce risks and improve efficiencies• monitoring position, concentration and movement of target species electronically• monitoring positions of vessel and fishing• using computer technology for recording information.

Packaging Rules

Packaging Rules

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

- four (4) core units *plus*
- four (4) fishing specialist elective units (Group A) *plus*
- ten (10) elective units that may be selected from a combination of:
 - Group A fishing 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 and at least two (2) of those units must be aligned to Certificate III or IV level. Units must be relevant to workplace needs.

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

Elective units of competency

Group A: Fishing specialist units

Unit code	Unit title
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIEMS302B	Act to prevent interaction with protected species
SFIFISH209C	Maintain the temperature of seafood
SFIFISH210C	Assemble and repair damaged netting
SFIFISH309B	Construct nets and customise design*

Unit code	Unit title
	<i>SFIFISH210C Assemble and repair damaged netting</i>
SFIFISH310A	Adjust and position fishing gear
SFIFISH311A	Operate vessel deck machinery and lifting appliance
SFIFISH401C	Locate fishing grounds and stocks of fish
SFIFISH402C	Manage and control fishing operations
SFIOHS301C	Implement OHS policies and guidelines
AHCLSK319A	Slaughter livestock
BSBRSK401A	Identify risk and apply risk management processes

Diving operations

Unit code	Unit title
SFIDIVE309A	Work effectively as a diver in the seafood industry* <i>HLTFA311A Apply first aid</i>
SFIDIVE310A	Perform diving operations using SSBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE311A	Perform diving operations using SCUBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE312A	Undertake emergency procedures in diving operations using SSBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE313A	Undertake emergency procedures in diving operations using SCUBA* <i>HLTFA311A Apply first aid</i>
SFIDIVE314A	Perform compression chamber diving operations* <i>HLTFA311A Apply first aid</i>

Unit code	Unit title
SFIDIVE315A	Perform underwater work in the aquaculture sector* <i>HLTFA311A Apply first aid</i>
SFIDIVE316A	Perform underwater work in the wild catch sector* <i>HLTFA311A Apply first aid</i>
HLTAID003	Provide first aid
SISOOPS304A	Plan for minimal environmental impact
SISOODR302A	Plan outdoor recreation activities
SISOSCB301A	SCUBA dive in open water to a maximum depth of 18 metres

Group B: Other elective units

Aquaculture operations

Unit code	Unit title
SFIAQUA206C	Handle stock
SFIAQUA213C	Monitor stock and environmental conditions
SFIAQUA217B	Maintain stock culture, holding and other farm structures
SFIAQUA303C	Coordinate stock handling activities
SFIAQUA309C	Oversee harvest and post-harvest activities
SFIAQUA316A	Oversee the control of predators and pests
SFIAQUA317A	Oversee the control of diseases
SFIAQUA318A	Coordinate feed activities

Fishing charter operations

Unit code	Unit title
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Unit code	Unit title
SFIFCHA301C	Develop information and advice on fishing charter trips
SFIFCHA302C	Operate an inshore day charter

Crane operations

Unit code	Unit title
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC3008A	Licence to operate a slewing mobile crane (up to 20 tonnes)

Maritime operations

Unit code	Unit title
MARB001	Assist with routine maintenance of a vessel
MARB002	Perform basic servicing and maintenance of main propulsion unit and auxiliary systems
MARB009	Manage refuelling
MARC003	Operate and maintain extra low and low voltage electrical systems and equipment
MARC005	Operate inboard and outboard motors
MARC006	Operate main propulsion and auxiliary systems
MARC020	Transmit and receive information by marine radio
MARF001	Apply basic survival skills in the event of vessel abandonment
MARF002	Follow procedures to minimise and fight fires on board a vessel

MARF004	Meet work health and safety requirements
MARF005	Survive at sea using survival craft
MARG002	Manage a small crew
MARH001	Plan and navigate a passage for a vessel up to 12 metres
MARI001	Comply with regulations to ensure safe operation of a vessel up to 12 metres
MARI002	Comply with regulations to ensure safe operation of a vessel up to 80 metres
MARJ001	Follow environmental work practices
MARK001	Handle a vessel up to 12 metres
MARN002	Apply seamanship skills aboard a vessel up to 12 metres
MARN003	Perform seamanship operations on board a vessel up to 24 metres

Observer operations

Unit code	Unit title
SFIOBSV301B	Monitor and record fishing operations
SFIOBSV302B	Collect reliable scientific data and samples
SFIOBSV303B	Collect routine fishery management data
SFIOBSV304B	Analyse and report onboard observations

Quality assurance, food safety and environmental management

Unit code	Unit title
SFIEMS401B	Conduct an internal audit of an environmental management system

Unit code	Unit title
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>
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>

Seafood processing

Unit code	Unit title
SFIPROC302C	Handle and pack sashimi-grade fish

Seafood transport and storage

Unit code	Unit title
SITXINV201	Receive and store stock
SITXINV202	Maintain the quality of perishable items
SITXINV401	Control stock
FDFOP2010A	Work with temperature controlled stock

Vessel operations

Unit code	Unit title
SFISHIP201C	Comply with organisational and legislative requirements
SFISHIP202C	Contribute to safe navigation
SFISHIP206C	Operate a small vessel

Unit code	Unit title
SFISHIP207C	Operate and maintain outboard motors
SFISHIP211C	Prepare for maintenance

Business services

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 practices

Corporate 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

Unit code	Unit title
BSBFLM311C	Support a workplace learning environment
BSBFLM312C	Contribute to team effectiveness
BSBINN301A	Promote innovation in a team environment
BSBWOR301B	Organise personal work priorities and development

E-business

Unit code	Unit title
BSBITU305A	Conduct online transactions
BSBRES401A	Analyse and present research information
BSBRKG402B	Provide information from and about records

Training and assessment

Unit code	Unit title
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

SFI30311 Certificate III in Seafood Industry (Environmental Management Support)

Modification History

Release	TP Version	Comments
		<i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i> <i>SRXGRO002A Deal with conflict</i> replaced with <i>TLIL4005A Apply conflict/grievance resolution strategies</i>
4	SFI11v2.1	<i>AHCILM303A Work in an Indigenous community or organisation</i> with <i>AHCILM305A Work with an Aboriginal Community or organisation</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	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

Not Applicable

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry without prior experience
- SFI20111 Certificate II in Aquaculture
- SFI20211 Certificate II in Fishing Operations
- SFI20511 Certificate II in Seafood Processing
- SFI20611 Certificate II in Seafood Industry (Sales and Distribution)
- vocational and tertiary studies related to environmental management.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI40111 Certificate IV in Aquaculture
- SFI40211 Certificate IV in Fishing Operations
- SFI40311 Certificate IV in Seafood Industry (Environmental Management)
- SFI40511 Certificate IV in Seafood Processing
- SFI40611 Certificate IV in Seafood Industry (Sales and Distribution).

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

SFI30311 Certificate III in Seafood Industry (Environmental Management Support)

The following table contains a summary of the employability skills as identified by the aquaculture 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"> consulting with, and contributing to, community and regional forums on local environmental management matters promoting principles of environmental sustainability to staff providing skills training reading and interpreting regulatory and legislated information recording environmental monitoring data presenting information in graphs and tables reporting on environmental monitoring.
Teamwork	<ul style="list-style-type: none"> contributing to participative OHS arrangements overseeing or coordinating work of other team members respecting people from diverse backgrounds sharing information relevant to work with co-workers undertaking duties in a positive manner to promote cooperation.
Problem solving	<ul style="list-style-type: none"> developing practical and creative solutions to workplace problems either individually or in teams recognising and resolving problems and conflicts that may arise in workplace recording and reviewing water quality data or environmental conditions reporting problems to supervisor.
Initiative and enterprise	<ul style="list-style-type: none"> adapting to new situations being creative in response to workplace challenges identifying, assessing and managing environmental, OHS and food safety hazards identifying opportunities that might not be obvious to others.
Planning and organising	<ul style="list-style-type: none"> applying continuous improvement processes coordinating labour, equipment and other resources to ensure

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>that work is carried out according to timelines and priorities</p> <ul style="list-style-type: none"> • establishing and communicating clear goals and deliverables for self and team members • identifying hazards prior to commencing a job • planning for self and work team to complete work within an allocated timeframe.
Self-management	<ul style="list-style-type: none"> • maintaining own knowledge of the job role, reviewing own performance and actively seeking and acting upon advice and guidance • prioritising work and completing delegated tasks • taking responsibility at the appropriate level.
Learning	<ul style="list-style-type: none"> • being open to learning, new ideas and techniques • identifying own learning needs for future work requirements and career aspirations • learning in a range of settings, including informal learning • sharing knowledge and skills with other team members.
Technology	<ul style="list-style-type: none"> • examining options for automation, mechanisation or other technology to reduce risks and improve efficiencies • recognising and reporting faulty equipment • using computer software for present information • using technology to measure, record and interpret data.

Packaging Rules

Packaging Rules

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

- six (6) core units **plus**
- three (3) environmental management specialist elective units (Group A) **plus**
- nine (9) elective units that may be selected from a combination of:
 - Group A environmental management 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 environmental management 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
SFIEMS301B	Implement and monitor environmentally sustainable work practices
BSBRSK401A	Identify risk and apply risk management processes

** 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: Environmental management specialist units

Unit code	Unit title
SFIAQUA308C	Maintain water quality and environmental monitoring
SFIAQUA315A	Oversee emergency procedures for on-land operations
SFIEMS302B	Act to prevent interaction with protected species
SFIOHS301C	Implement OHS policies and guidelines
BSBFLM309C	Support continuous improvement systems and processes
BSBFLM311C	Support a workplace learning environment

Unit code	Unit title
BSBINN301A	Promote innovation in a team environment
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>
TAEDEL301A	Provide training in work skill instruction

Group B: Other elective units

Community management

Unit code	Unit title
AHCCCF412A	Coordinate board/committee elections
AHCCCF413A	Service committees
AHCCCF414A	Coordinate fund-raising activities
AHCCCF415A	Coordinate social events to support group purposes
AHCCCF416A	Present proposed courses of action to meeting
AHCILM305A	Work with an Aboriginal Community or organisation
TLIL4005A	Apply conflict/grievance resolution strategies

Conservation and environment

Unit code	Unit title
SFIEMS401B	Conduct an internal audit of an environmental management system

Unit code	Unit title
AHCNAR303A	Implement revegetation works
AHCVPT303A	Survey pest animals
AHCSAW302A	Implement erosion and sediment control measures
AHCPMG407A	Monitor and evaluate the local pest management action plan
AHCWRK404A	Ensure compliance with pest legislation
AHCLPW304A	Carry out inspection of designated area
AHCNAR301A	Maintain natural areas
AHCNAR302A	Collect and preserve biological samples
AHCPMG303A	Maintain biological cultures
FPICOT2233B	Navigate in forest areas
FPIFGM3202B	Extract seed
FPIFGM2201B	Collect seed

Observer operations

Unit code	Unit title
SFIOBSV301B	Monitor and record fishing operations
SFIOBSV302B	Collect reliable scientific data and samples
SFIOBSV303B	Collect routine fishery management data
SFIOBSV304B	Analyse and report on-board observations

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Unit code	Unit title
SFIAQUA220A	Use waders

Quality assurance, food safety and environmental management

Unit code	Unit title
BSBSUS201A	Participate in environmentally sustainable work practices
FDFFS2001A	Implement the food safety program and procedures
FDFOP2063A	Apply quality systems and procedures

Business services

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

Corporate management

Unit code	Unit title
BSBWOR301B	Organise personal work priorities and development
BSBINN301A	Promote innovation in a team environment
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
BSBFLM312C	Contribute to team effectiveness

Training and assessment

Unit code	Unit title
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

SFI30411 Certificate III in Fisheries Compliance

Modification History

Release	TP Version	Comments
3	SFI11v2.2	Superseded units from <i>TDM07 Maritime Training Package</i> replaced with new units from <i>MAR Maritime Training Package</i>
2	SFI11v1.1	Corrected formatting issues
1	SFI11	Initial release

Description

This qualification specifies the minimum requirement for entry into a career as a trainee fisheries officer.

Job role

A person operating at this level will be engaged in promoting compliance with fisheries legislation for recreational and commercial fishers, and the general public. On occasions it may be necessary to exercise compliance powers.

Job title includes:

- trainee fisheries officer.

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- after completing SFI20411 Certificate II in Fisheries Compliance Support
- after completing studies, either tertiary or vocational, in marine environmental management
- after gaining vessel skills
- by direct entry without prior skills.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI40411 Certificate IV in Fisheries Compliance.

This qualification is usually undertaken by fisheries officers as part of their career development, and the agency's workforce development plan.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Licences for operating motor vehicles and vessels apply for some competencies.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI30411 Certificate III in Fisheries Compliance

The following table contains a summary of the employability skills as identified by the fisheries compliance 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	Agency requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • using verbal and non-verbal communication in a culturally sensitive way • adapting communication techniques to identified audience • negotiating relevant solutions to issues or incidents • stating and substantiating own position clearly and effectively • producing accurate, completed, legible and understandable forms and reports • using active and accurate listening skills when taking statements • counting and measuring fish and fish catches.
Teamwork	<ul style="list-style-type: none"> • sharing information with agency sanctioned fellow officers
Problem solving	<ul style="list-style-type: none"> • resolving or reporting workplace issues • reviewing operational plan and outcomes • making recommendations for improvement.
Initiative and enterprise	<ul style="list-style-type: none"> • applying principles of sustainability • identifying and reporting environmental hazards • identifying and reporting OHS hazards.
Planning and organising	<ul style="list-style-type: none"> • analysing, sorting and collating information according to criteria • arranging court appearances • forwarding court documents within required timeframe • scheduling vehicle and outboard motor maintenance and services.
Self-management	<ul style="list-style-type: none"> • seeking additional support to improve performance • seeking feedback on presentations from audience • undertaking responsibilities and duties in a positive manner
Learning	<ul style="list-style-type: none"> • identifying career options and training opportunities within the enterprise and seafood industry

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> identifying own learning needs for future work requirements and career aspirations willing to learn new skills and procedures.
Technology	<ul style="list-style-type: none"> using business computer applications to prepare reports and record work information using email for communications using global positioning system (GPS).

Packaging Rules

Packaging Rules

A total of sixteen (16) units of competency must be achieved.

- three (3) core units *plus*
- eight (8) fisheries compliance specialist elective units (Group A) *plus*
- five (5) elective units that may be a combination of:
 - Group A fisheries compliance specialist elective 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 three (3) units can be imported, however, at least two (2) of those units must be aligned to Certificate III level. Units must be relevant to fisheries compliance operations and not duplicate skills already selected.

Core units of competency

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

Elective units of competency

Group A: Fisheries compliance specialist units

Unit code	Unit title
SFICOMP302C	Exercise compliance powers
SFICOMP308C	Monitor fish catches for legal compliance
SFICOMP310C	Operate off-road vehicles
SFICOMP315A	Support the judicial process
SFICOMP316A	Gather, collate and record information
SFICOMP317A	Facilitate effective communication in the workplace
SFICOMP318A	Perform administrative duties
PSPETHC301B	Uphold the values and principles of public service
PSPLEGN301B	Comply with legislation in the public sector

Group B: Other elective units

Observer

Unit code	Unit title
SFIOBSV301B	Monitor and record fishing operations
SFIOBSV302B	Collect reliable scientific data and samples
SFIOBSV303B	Collect routine fishery management data
SFIOBSV304B	Analyse and report on board observations

Maritime operations

The units in this group can contribute towards a MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal).

Unit code	Unit title
MARC020	Transmit and receive information by marine radio
MARF001	Apply basic survival skills in the event of vessel abandonment

Unit code	Unit title
MARF002	Follow procedures to minimise and fight fires on board a vessel
MARF004	Meet work health and safety requirements
MARF005	Survive at sea using survival craft

Vessel operations

Unit code	Unit title
SFISHIP206C	Operate a small vessel
SFISHIP207C	Operate and maintain outboard motors
SFISHIP202C	Contribute to safe navigation

SFI30511 Certificate III in Seafood Processing

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>MSA07 Manufacturing Training Package</i> replaced with new units from <i>MSS11 Sustainability Training Package</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 <i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i> 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 seafood processing sector of the seafood industry.

The qualification will have application for people working:

- for contract harvesting and on-farm processing companies
- for wholesalers or retailers
- in processing plants
- on aquaculture farms or fishout/put-and-take operations.

Job roles

Individuals operating at this level undertake a broad range of routine processes and procedures which may include:

- advanced processing
- calibration and maintenance of equipment and facilities
- handling and slaughtering harvested stock
- maintaining food safety and quality control procedures and policies
- supervising or leading work teams.

Work may vary between enterprises.

Job role titles may include:

- autonomous processor
- leading or senior fish processor
- process manager
- supervisor
- shift manager.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry
- SFI20511 Certificate II in Seafood Processing
- vocational experience or tertiary studies related to processing animals, fishing, working on vessels, working with hands/manual labouring and trade skills.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI40511 Certificate IV in Seafood Processing
- 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

SFI30511 Certificate III in Seafood Processing

The following table contains a summary of the employability skills as identified by the seafood processing 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"> • completing standard documentation • confirming relevant industry and workplace requirements • ensuring records are accurate and legible • establishing effective working relationships with colleagues • providing relevant work-related information to others • supporting team communication practices • understanding personal and team requirements of relevant industry and workplace standards, regulations and policies • undertaking interactive workplace communication • using communication technologies efficiently.
Teamwork	<ul style="list-style-type: none"> • demonstrating and encouraging others in working cooperatively with people of different ages, gender, race or religion • explaining and implementing work team reporting requirements • monitoring work team tasks in accordance with regulatory and workplace requirements • providing support to team members • undertaking appropriate and effective communication with team members.
Problem solving	<ul style="list-style-type: none"> • assessing processes and outcomes against quality criteria • evaluating skill requirements of work tasks • identifying risks and implementing risk control measures for machinery and equipment • identifying and addressing problems and faults • implementing food safety procedures • providing problem-solving support to team members • using problem-solving techniques to determine work requirements.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	<ul style="list-style-type: none">• monitoring machine operation• performing minor maintenance on machinery• using work machines or equipment in correct operational mode• working with technology safely and according to workplace standards.

Packaging Rules

Packaging Rules

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

- four (4) core units ***plus***
- seven (7) seafood processing specialist elective units (Group A) ***plus***
- seven (7) elective units that may be selected from a combination of:
 - Group A seafood processing 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 processing 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

Elective units of competency

Group A: Seafood processing specialist units

Unit code	Unit title
SFIAQUA216B	Harvest cultured or held stock
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIOHS301C	Implement OHS policies and procedures
SFIPROC101C	Clean fish* <i>SFIPROC106B Work with knives</i>

Unit code	Unit title
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions* <i>SFIPROC106B Work with knives</i>
SFIPROC106B	Work with knives
SFIPROC302C	Handle and pack sashimi-grade fish
SFIPROC304B	Boil and pack crustaceans
SFIPROC305B	Slaughter and process crocodiles* <i>SFIPROC106B Work with knives</i>
SFIPROC401C	Evaluate a batch of seafood
SFISTOR301C	Operate refrigerated storerooms
AHCLSK319A	Slaughter livestock
AHCWRK305A	Coordinate work site activities
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>
FDFOP2063A	Apply quality systems and procedures
FDFOP3003A	Operate interrelated processes in a production system
FDFOP3004A	Operate interrelated processes in a packaging system
FDFPPL3002A	Report on workplace performance
FDFPPL3003A	Support and mentor individuals and groups
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and</i>

Unit code	Unit title
	<i>procedures</i>
FDFTEC3002A	Implement the pest prevention program
FDFTEC3003A	Apply raw materials, ingredient and process knowledge to production problems
MSAPMSUP303A	Identify equipment faults
MSL924001A	Process and interpret data
MSL933001A	Maintain the laboratory/field workplace fit for purpose
MSL973001A	Perform basic tests
MTMCOR403A	Participate in OHS risk control process* <i>MTMCOR204A Follow safe work policies and procedures</i>
MTMSR303A	Smoke product

Group B: Other elective units

Competitive manufacturing

Unit code	Unit title
MSAPMOPS405A	Identify problems in fluid power system
MSAPMOPS406A	Identify problems in electronic control systems
MSAPMPER300B	Issue work permits
MSAPMSUP310A	Contribute to development of plant documentation
MSAPMSUP390A	Use structured problem solving tools
MSS402001A	Apply competitive systems and practices
MSS402002A	Sustain process improvements
MSS402010A	Manage the impact of change on own work

Unit code	Unit title
MSS402021A	Apply Just in Time procedures
MSS402030A	Apply cost factors to work practices
MSS402031A	Interpret product costs in terms of customer requirements
MSS402040A	Apply 5S procedures
MSS402050A	Monitor process capability
MSS402051A	Apply quality standards
MSS402060A	Use planning software systems in operations
MSS402061A	Use SCADA systems in operations
MSS402080A	Undertake root cause analysis
MSS402081A	Contribute to the application of a proactive maintenance strategy
MSS403002A	Ensure process improvements are sustained
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices
MSS403021A	Facilitate a Just in Time system
MSS403023A	Monitor a levelled pull system of operations
MSS403040A	Facilitate and improve implementation of 5S
MSS403041A	Facilitate breakthrough improvements
MSS403051A	Mistake proof a production process
MSS404050A	Undertake process capability improvements*
	MSS404052A Apply statistics to operational processes
MSS404052A	Apply statistics to operational processes
MSS404060A	Facilitate the use of planning software systems in a work area or team

Unit code	Unit title
MSS404082A	Assist in implementing a proactive maintenance strategy
MSS404083A	Support proactive maintenance

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Seafood processing

Unit code	Unit title
SFIAQUA315A	Oversee emergency procedures for on-land operations
SFIDIST201C	Prepare, cook and retail seafood products
SFIDIST202C	Retail fresh, frozen and live seafood
SFIFISH209C	Maintain the temperature of seafood
SFIPROC201C	Head and peel crustaceans
SFIPROC202C	Process squid, cuttlefish and octopus
SFIPROC203C	Shuck molluscs
SFISTOR202C	Receive and distribute product
FDFOP1005A	Operate basic equipment
FDFOP1006A	Monitor process operation
FDFOP2011A	Conduct routine maintenance
FDFOP2013A	Apply sampling procedures
FDFOP2019A	Fill and close product in cans
FDFOP2023A	Operate a packaging process

Unit code	Unit title
FDFOP2028A	Operate a mixing or blending process
FDFOP2036A	Operate an extrusion process
FDFOP2040A	Operate a heat treatment process
FDFOP2044A	Operate a retort process
FDFOP2045A	Operate pumping equipment
FDFOP2046A	Operate a production process
FDFOP2056A	Operate a freezing process
SIRXCCS201	Apply point-of-sale handling procedures
FDFSUG218A	Operate a boiler - basic
FDFSUG222A	Operate a waste water treatment system

Seafood transport and storage

Unit code	Unit title
SFIFISH311A	Operate vessel deck machinery and lifting appliance
FDFOP2010A	Work with temperature controlled stock
SITXINV202	Maintain the quality of perishable items
SITXINV201	Receive and store stock
SITXINV401	Control stock
TLIA4025A	Regulate temperature controlled stock
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC2001A	Licence to operate a forklift truck

Business services

Unit code	Unit title
BSBADM311A	Maintain business resources
BSBITU306A	Design and produce business documents
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
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

Unit code	Unit title
BSBRKG402B	Provide information from and about records
BSBWOR301B	Organise personal work priorities and development

Training and assessment

Unit code	Unit title
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

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

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

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">• using work machines or equipment in correct operational mode• working with technology safely and according to workplace standards.
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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
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* <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* <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

Unit code	Unit title
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
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
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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

Unit code	Unit title
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

SFI40111 Certificate IV in Aquaculture

Modification History

Release	TP Version	Comments
5	SFI11v2.2	<i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i> Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated
4	SFI11v2	<i>SFIAQUA412A Develop emergency procedures for on-land operations</i> replaced with <i>SFIAQUA413A Develop emergency procedures for an aquaculture enterprise</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	Equivalent imported units updated
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to people working as aquaculturists in a supervisory or leadership capacity. A person operating at this level may be expected to comply with legislative requirements as well as implement a range of enterprise policies and procedures. They will also use their knowledge and skills to solve problems, plan for future work activities and take responsibility for others.

The qualification will have application for people working:

- on aquaculture farms or fishout/put-and-take operations
- in hatcheries and nurseries
- in live post-harvest holding facilities, such as processing plants, wholesalers or transporters
- in pet shops, public aquaria, zoos or other facilities with aquatic animals
- for companies providing contract specialist services for aquaculture operations
- for companies providing consultancy, advisory, equipment sale or other services.

Job role

A person operating at this level supervises or coordinates a broad range of duties appropriate to work in this sector of the seafood industry which may include:

- coordinating stock-related activities, such as:
 - feeding, handling, harvesting and controlling pests, predators and disease
- coordinating the monitoring and maintaining of stock and the aquaculture environment
- managing the installing, constructing and maintenance of stock holding and culture systems, and other farm structures
- ensuring safe and efficient procedures for production of quality product
- responsibility for:
 - use of mechanisation, automation or technology to improve production
 - training and induction of staff, including emergency procedures
 - compliance with occupational health and safety (OHS), environment, animal welfare and food safety regulations.

Work may vary between aquaculture and live holding enterprises.

Job role titles may include:

- harvest manager
- head supervisor
- gear supervisor
- safety officer
- senior or head technician
- shift leader
- quality assurance or environmental officer.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry with prior experience in aquaculture or related field
- SFI30111 Certificate III in Aquaculture
- vocational and tertiary studies related to environmental sustainability
- maritime skills, including certifications, such as Coxswain.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI50111 Diploma of Aquaculture.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Licences for operating motor vehicles, tractors, forklifts, vessels and other plant apply to some competencies. OHS, food safety, and environmental protection regulations apply to aquaculture enterprises.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI40111 Certificate IV in Aquaculture

The following table contains a summary of the employability skills as identified by the aquaculture 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/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> calculating perimeters, area, volume, angles and scientific concepts, such as concentration confirming production requirements and environmental monitoring requirements with senior personnel explaining roles and responsibilities to staff providing feedback on performance to staff writing and presenting reports to management.
Teamwork	<ul style="list-style-type: none"> identifying and using the strengths of other team members liaising with emergency agencies supporting staff to meet work schedules and production outcomes working with diverse individuals and groups.
Problem solving	<ul style="list-style-type: none"> applying a range of strategies in problem solving developing measurement methods for monitoring non-routine water quality and environment parameters diagnosing health problems identifying husbandry practices to solve stock health issues.
Initiative and enterprise	<ul style="list-style-type: none"> adapting to new situations assessing options for mechanisation or automation of process or activity evaluating the benefits of contracted specialist labour identifying improvements to the aquaculture enterprise, including efficiencies, productivity and systems, such as OHS, environmental management and quality assurance manipulating water chemistry to improve water quality reporting non-compliances and non-routine matters.
Planning and organising	<ul style="list-style-type: none"> developing routines for stock health management

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • interpreting stock health and other production plans to develop yearly calendar of activities, monitoring schedules and performance benchmarks • managing time and priorities • organising personnel into an efficient aquaculture operation • sequencing activities for safe and efficient operation.
Self-management	<ul style="list-style-type: none"> • being timely and effective in responding to enterprise needs within work role • carrying a fair share of the workload • managing personal stress • prioritising work and related activities • taking responsibility and being accountable for planning and work outcomes.
Learning	<ul style="list-style-type: none"> • being open to learning, new ideas and techniques • coaching staff within the enterprise to improve performance • contributing to the learning of others • learning in order to take up new opportunities • participating in ongoing learning.
Technology	<ul style="list-style-type: none"> • using high technology components for waste treatment in recirculating aquaculture systems (RAS) • using technology and computer software to record and analyse data • using technology to monitor environmental factors in culture or holding structures • using technology to monitor expenses and budgets • using technology to present information, such as graphs and tables.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- four (4) core units **plus**
- five (5) aquaculture specialist elective units (Group A) **plus**
- eleven (11) elective units that may be selected from a combination of:

- Group A aquaculture 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 IV or Diploma level. Units must be relevant to aquaculture operations 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: Aquaculture specialist units

Unit code	Unit title
SFIAQUA308C	Maintain water quality and environmental monitoring
SFIAQUA316A	Oversee the control of predators and pests
SFIAQUA317A	Oversee the control of diseases
SFIAQUA401C	Develop and implement a stock health program
SFIAQUA402C	Coordinate construction or installation of stock culture, holding and farm structures
SFIAQUA404C	Operate hatchery
SFIAQUA406C	Seed and harvest round pearls

Unit code	Unit title
SFIAQUA407C	Coordinate sustainable aquacultural practices
SFIAQUA408C	Supervise harvest and post-harvest activities
SFIAQUA409B	Implement, monitor and review stock production
SFIAQUA410B	Implement a program to operate, maintain or upgrade a system comprising high technology water treatment components
SFIAQUA411A	Manage water quality and environmental monitoring in enclosed systems
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise
SFIOHS301C	Implement OHS policies and guidelines
ACMCAS403A	Design, construct and maintain aquascapes
AHCWRK403A	Supervise work routines and staff performance
BSBRSK401A	Identify risk and apply risk management processes

Group B: Other elective units

Aquaculture operations

Unit code	Unit title
SFIAQUA309C	Oversee harvest and post-harvest activities
SFIAQUA314A	Support hatchery operations
SFIAQUA318A	Coordinate feed activities
SFIEMS301B	Implement and monitor environmentally sustainable work practices

Farm operations

Unit code	Unit title
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Unit code	Unit title
AHCBUS402A	Cost a project
AHCBUS404A	Operate within a budget framework
AHCCHM401A	Minimise risks in the use of chemicals
AHCCHM402A	Plan and implement a chemical use program
AHCINF301A	Implement property improvement, construction and repair
AHCMOM402A	Supervise maintenance of property machinery and equipment

Ornamental operations

Unit code	Unit title
SIRXMER004A	Manage merchandise and store presentation

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Quality assurance, food safety and environmental management

Unit code	Unit title
SFIEMS302B	Act to prevent interaction with protected species
SFIEMS401B	Conduct an internal audit of an environmental management system
BSBAUD402B	Participate in a quality audit
MTMCOR402C	Facilitate Quality Assurance process
MTMPSR412A	Participate in product recall

Unit code	Unit title
MTMPSR414A	Establish sampling program
MTMPSR406B	Manage and maintain a food safety plan

Business services

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBPUR401B	Plan purchasing
BSBPUR402B	Negotiate contracts
BSBRES401A	Analyse and present research information
BSBWOR301B	Organise personal work priorities and development
SITXMPR401	Coordinate production of brochures and marketing materials
TLIR4002A	Source goods/services and evaluate contractors

Frontline management

Unit code	Unit title
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Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBINM401A	Implement workplace information system
BSBHRM404A	Review human resource functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement

Industry leadership Focus A - sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

Industry leadership Focus B - resource management group membership

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

Small business management

Unit code	Unit title
BSBINM201A	Process and maintain workplace information
BSBSMB301A	Investigate micro business opportunities
BSBSMB401A	Establish legal and risk management requirements of a small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405B	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team

Training and assessment

Unit code	Unit title
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL402A	Plan, organise and facilitate learning in the workplace

SFI40211 Certificate IV in Fishing Operations

Modification History

Release	TP Version	Comments
3	SFI11v2.2	Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated
2	SFI11v1.1	<i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i> Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification specifies the competencies required to oversee fishing operations.

The qualification will have application for people working:

- for aquaculture farms using wild caught broodstock or seedstock
- on charter vessels
- on fishing vessels.

Job roles

Individuals operating at this level undertake a broad range of routine processes and procedures which may include

- implementing occupational health and safety (OHS), environmental, food safety and quality control procedures and policies
- locating fishing grounds
- managing and controlling fishing operations
- managing cleaning and maintenance of equipment and vessel
- managing or leading work teams, including divers
- managing the handling, harvesting and sorting of by-catch
- skippering a vessel.

Work may vary between enterprises.

Job role titles may include:

- fishing master
- skipper/owner.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- prior vocational qualifications or equivalent experience related to maritime certifications, fishing, seafood processing or aquaculture operations.

Pathways from the qualification

After achieving this qualification, candidates may undertake a:

- SFI50111 Diploma of Aquaculture.
- SFI50211 Diploma of Fishing Operations.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

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

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI40211 Certificate IV in Fishing Operations

The following table contains a summary of the employability skills as identified by the fishing operations 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 workplace to another.

Employability Skill	Industry for this qualification include:
Communication	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • promptly instructing crew in response to abnormal situations • providing oral and written instructions for routine and emergency situations • responding to diversity • using clear, timely and accurate communication to inform crew of their responsibilities during fishing operations • using ranges and bearings from RADAR.
Teamwork	<ul style="list-style-type: none"> • identifying and using the strengths of other team members • showing consideration of other vessels when positioning fishing operation • working as an individual and a team member • working with diverse individuals and groups.
Problem solving	<ul style="list-style-type: none"> • acting to minimise the effects of abnormal situations on crew, environment and vessel safety whilst also minimising disruption to operations • applying a range of strategies in problem solving • maximising vessel stability during all stages of the fishing operation.
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations • forecasting weather and responding appropriately • generating a range of options in response to workplace matters • identifying improvements to the fishing enterprise, including efficiencies, productivity and systems, such as OHS, environmental management and quality assurance.
Planning and organising	<ul style="list-style-type: none"> • controlling vessel speed with due regard for safety, fishing operation and prevailing conditions

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> fixing position on navigational charts or electronic plotters managing time and priorities organising personnel into an efficient fishing operation planning fishing areas based on information available, target species and fishing gear sequencing activities for safe and efficient operation.
Self-management	<ul style="list-style-type: none"> being timely and effective in responding to enterprise needs within work role carrying a fair share of the workload managing personal stress prioritising work and related activities taking responsibility and being accountable for planning and work outcomes.
Learning	<ul style="list-style-type: none"> being open to learning, new ideas and techniques coaching crew and staff to improve performance contributing to the learning of others learning in order to take up new opportunities participating in ongoing learning.
Technology	<ul style="list-style-type: none"> applying technology as a tool to record and analyse information using catch reporting systems using electronic aids to assist in locating fishing opportunities using electronic communication tools using vessel monitoring systems.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- four (4) core units **plus**
- five (5) fishing specialist elective units (Group A) **plus**
- eleven (11) elective units that may be selected from a combination of:
 - Group A fishing 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 and at least two (2) of those units must be aligned to Certificate IV or Diploma level. Units must be relevant to workplace needs.

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

Elective units of competency

Group A: Fishing specialist units

Unit code	Unit title
SFIEMS302B	Act to prevent interaction with protected species
SFIFISH310A	Adjust and position fishing gear
SFIFISH401C	Locate fishing grounds and stocks of fish
SFIFISH402C	Manage and control fishing operations
SFIOHS301C	Implement OHS policies and guidelines
AHCMOM402A	Supervise maintenance of property machinery and equipment
AHCWRK403A	Supervise work routines and staff performance
BSBRSK401A	Identify risk and apply risk management processes

Group B: Other elective units

Crane operations

Unit code	Unit title
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC3008A	Licence to operate a slewing mobile crane (up to 20 tonnes)

Seafood transport and storage

Unit code	Unit title
SFIFISH311A	Operate vessel deck machinery and lifting appliance
TLIA4025A	Regulate temperature controlled stock
TLIR4002A	Source goods/services and evaluate contractors

Specialised management systems

Unit code	Unit title
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIEMS401B	Conduct an internal audit of an environmental management system
SFIOHS501C	Establish and maintain the enterprise OHS program
MTMCOR402C	Facilitate Quality Assurance process
MTMCOR404A	Facilitate hygiene and sanitation performance* <i>MTMCOR202A Apply hygiene and sanitation practices</i>
MTMPSR406B	Manage and maintain a food safety plan

Business services

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBPUR401B	Plan purchasing
BSBPUR402B	Negotiate contracts
BSBRES401A	Analyse and present research information
BSBWOR301B	Organise personal work priorities and development
SITXMPR401	Coordinate production of brochures and marketing materials
TLIR4002A	Source goods/services and evaluate contractors

Frontline management

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBINM401A	Implement workplace information system
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff

Unit code	Unit title
BSBHRM506A	Manage recruitment selection and induction processes
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement

Industry leadership Focus A - Sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

Industry leadership Focus B - Resource management group membership

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

SFI40311 Certificate IV in Seafood Industry (Environmental Management)

Modification History

Release	TP Version	Comments
4	SFI11v2.2	Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated
3	SFI11v2	<i>SFIAQUA412A Develop emergency procedures for on-land operations</i> replaced with <i>SFIAQUA413A Develop emergency procedures for an aquaculture enterprise</i>
2	SFI11v1.1	Equivalent imported units updated
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to a person in the seafood industry whose work involves implementing and monitoring an environmental management system (EMS) of some complexity. This may involve community consultation, cooperative action and reporting in relation to environmental management within the local region. The qualification has the flexibility to accommodate an integrated approach to occupational health and safety (OHS), quality assurance, food safety and environmental management within the organisation.

The qualification will have application for people implementing environmental management systems:

- on aquaculture farms or fishout/put-and-take operations
- in hatcheries and nurseries
- in live post-harvest holding facilities, such as processing plants, wholesalers or transporters
- in pet shops, public aquaria, zoos or other facilities with aquatic animals
- for companies providing contract specialist services for aquaculture operations
- for seafood wholesalers, fish markets or retailers
- fishing companies.

This qualification caters for two vocational pathways. Pathway One includes competencies that support a specialist EMS role within an organisation. Pathway Two includes the competencies that support a facilitator working with a team from a number of organisations in the development of an EMS.

Job roles

A person would typically apply ecological sustainability principles, implement procedures and maintain the organisation's EMS. That person would be proactive in monitoring the effectiveness of the EMS and lead its continued improvement. The role may include responsibility for training, development of a workplace learning system or facilitating an EMS group in the application of ecological sustainability principles. The group may develop a shared EMS or group members may each develop an EMS for their organisation. Work may vary between enterprises.

Job role titles may include:

- environmental, risk or compliance supervisor or leader
- environmental, risk or compliance manager.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry with prior experience in environmental management
- SFI30111 Certificate III in Aquaculture
- SFI30211 Certificate III in Fishing Operations
- SFI30311 Certificate III in Seafood Industry (Environmental Management Support)
- SFI30511 Certificate III in Seafood Processing
- SFI30611 Certificate III in Seafood Industry (Sales and Distribution)
- vocational or tertiary studies related to environmental management.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI50111 Diploma of Aquaculture
- SFI50211 Diploma of Fishing Operations.

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

SFI40311 Certificate IV in Seafood Industry (Environmental Management)

The following table contains a summary of the employability skills as identified by the aquaculture 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"> consulting with work group, key personnel and specialists on implementation and improvements in environmental and resource efficiency explaining roles and responsibilities to staff measuring resource usage writing and presenting reports to management.
Teamwork	<ul style="list-style-type: none"> facilitating teams to identify potential improvements liaising with emergency agencies supporting staff to meet work schedules and production outcomes.
Problem solving	<ul style="list-style-type: none"> developing alternative approaches as required developing measurement methods for monitoring non-routine water quality and environment parameters devising approaches to improving environmental sustainability recommending corrective actions to non-compliances with food safety or environmental management standards.
Initiative and enterprise	<ul style="list-style-type: none"> applying knowledge about resource use to organisational activities identifying improvements reporting non-compliances with food safety program and/or environmental standards.
Planning and organising	<ul style="list-style-type: none"> implementing environmental and energy efficiency management policies and procedures relevant to own work area.
Self-management	<ul style="list-style-type: none"> following through on commitments modelling professional behaviour to others taking responsibility and being accountable for planning and environmental sustainability outcomes.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Learning	<ul style="list-style-type: none"> • being open to learning, new ideas and techniques • contributing to the learning of others • learning in order to take up new opportunities • participating in ongoing learning.
Technology	<ul style="list-style-type: none"> • using technology to maintain and store records, data and information • using technology to create graphs and charts to present data and information visually.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- six (6) core units ***plus***
- five (5) environmental management specialist elective units (Group A) ***plus***
- nine (9) elective units that may be selected from a combination of:
 - Group A environmental management 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 IV or Diploma level. Units must be relevant to environmental management 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

Unit code	Unit title
SFIEMS301B	Implement and monitor environmentally sustainable work practices
BSBRISK401A	Identify risk and apply risk management processes

** 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: Environmental management specialist units

Unit code	Unit title
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise
SFIEMS302B	Act to prevent interaction with protected species
SFIEMS401B	Conduct an internal audit of an environmental management system
SFIEMS501B	Develop workplace policy for sustainability
SFIOHS501C	Establish and maintain the enterprise OHS program
AHCCCF405A	Develop community networks
BSBAUD402B	Participate in a quality audit
BSBRES401A	Analyse and present research information
BSBMGT403A	Implement continuous improvement
BSBLED401A	Develop teams and individuals
MTMCOR402C	Facilitate Quality Assurance process
MTMPSR406B	Manage and maintain a food safety plan
MTMPSR412A	Participate in product recall

Unit code	Unit title
MTMPSR414A	Establish sampling program

Group B: Other elective units

Community management

Unit code	Unit title
AHCCCF403A	Obtain and manage sponsorship
AHCCCF404A	Contribute to association governance
AHCCCF407A	Obtain resources from community and group
AHCCCF408A	Promote community programs
AHCCCF409A	Participate in assessments of project submissions
AHCCCF410A	Support individuals in resource management change processes
AHCCCF411A	Develop approaches to include cultural and human diversity
AHCILM403A	Contribute to the proposal for a negotiated outcome for a given area of country
AHCILM404A	Record and document community history
AHCWRK402A	Provide information on issues and policies
BSBATSIC411C	Communicate with the community

Conservation and land management

Unit code	Unit title
AHCCHM403A	Prepare safe operating procedures for calibration of equipment
AHCILM401A	Protect places of cultural significance
AHCILM405A	Develop work practices to accommodate cultural identity

Unit code	Unit title
AHCLPW403A	Inspect and monitor cultural places
AHCLPW404A	Produce maps for land management purposes
AHCLPW405A	Monitor biodiversity
AHCNAR401A	Supervise natural area restoration works
AHCNAR402A	Plan the implementation of revegetation works
AHCPCM502A	Collect and classify plants
AHCPMG401A	Define the pest problem in a local area
AHCPMG402A	Develop a pest management action plan within a local area
AHCPMG403A	Develop monitoring procedures for the local pest management strategy
AHCPMG404A	Coordinate the local pest management strategy
AHCPMG405A	Implement pest management action plans
AHCPMG406A	Investigate a reported pest treatment failure
AHCSAW401A	Set out conservation earthworks
AHCSAW402A	Supervise on-site implementation of conservation earthworks

Business services

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website

Unit code	Unit title
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBPUR401B	Plan purchasing
BSBPUR402B	Negotiate contracts
BSBWOR301B	Organise personal work priorities and development
SITXMPR401	Coordinate production of brochures and marketing materials
TLIR4002A	Source goods/services and evaluate contractors

Frontline management

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBHRM506A	Manage recruitment selection and induction processes
BSBINM401A	Implement workplace information system
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace

Industry leadership Focus A - Sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

Industry leadership Focus B - Resource management group membership

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

Training and assessment

Unit code	Unit title
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning

SFI40411 Certificate IV in Fisheries Compliance

Modification History

Release	TP Version	Comments
2	SFI11v1.1	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to experienced fisheries compliance officers. The qualification includes skill sets for fraud investigation, surveillance and observer operations.

Job roles

An individual operating at this level may be responsible for:

- overseeing a small regional fisheries compliance office
- skippering a patrol vessel
- leading patrols
- monitoring fishers and processors for compliance with fisheries management regulations
- exercising powers of compliance
- attending court and presenting evidence.

Job titles include:

- fisheries officer
- fisheries compliance officer.

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- by direct entry without prior skills
- after completing a SFI30411 Certificate III in Fisheries Compliance
- after working in other compliance roles such as in policing and marine and other transport
- after completing studies, tertiary or vocational, in marine environmental management.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI50411 Diploma of Fisheries Compliance.

The Diploma is usually undertaken by fisheries officers as part of their career development and the agency's workforce development plan.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Licences for operating motor vehicles and vessels apply for some competencies.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI40411 Certificate IV in Fisheries Compliance

The following table contains a summary of the employability skills as identified by the fisheries compliance 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	Agency requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • adapting a style to match the audience and the situation • applying tactical communication techniques • communicating ideas and information in a form well matched to, and well received by, staff at all levels • counting and measuring fish and/or fishing devices • listening carefully and asking questions to clarify meaning and communicate understanding • preparing briefs and writing reports • presenting information in a clear, concise and persuasive manner • reading and interpreting legislation and regulations • recording information.
Teamwork	<ul style="list-style-type: none"> • actively participating in team meetings through sharing ideas • building credible relationships with customers • building trust in relationships through maintaining confidentiality and following through • participating in goal and objective setting • providing encouragement, support and advice to personnel • respectfully interacting with people from diverse backgrounds and experiences, and responding positively to their comments and suggestions • supporting team members to achieve their goals by sharing workloads.
Problem solving	<ul style="list-style-type: none"> • adapting to situational change • identifying need for alternative surveillance techniques.
Initiative and enterprise	<ul style="list-style-type: none"> • contributing to continuous improvement of operational procedures

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> generating a range of options in response to situational change identifying opportunities for completing tasks more efficiently and cost effectively.
Planning and organising	<ul style="list-style-type: none"> using a range of planning tools to implement work plans.
Self-management	<ul style="list-style-type: none"> balancing operational and self-development needs carrying their fair share of the workload managing personal work priorities modelling professional and ethical behaviour practising self-assessment and reflection on practice prioritising job/tasks seeking formal and informal feedback on performance.
Learning	<ul style="list-style-type: none"> acquiring knowledge and skills associated with new developments and trends in fishery policing maintaining currency of professional operational competencies maintaining knowledge and understanding of legislation and policy.
Technology	<ul style="list-style-type: none"> retrieving and storing digital information, including audio and video using business software applications and systems for reporting and managing information and communication using database search tools to gather information using operational information technology, such as VMS, GPS and other navigational tools.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- three (3) core units **plus**
- ten (10) fisheries compliance specialist elective units (Group A) **plus**
- seven (7) elective units that may be selected from a combination of:
 - Group A fisheries compliance 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 IV or Diploma level. Units must be relevant to fisheries compliance operations and not duplicate skills already selected.

Core units of competency

Unit code	Unit title
SFICORE101C	Apply basic food handling and safety practices
SFICORE106B	Meet workplace OHS requirements
SFIEMS301B	Implement and monitor environmentally sustainable work practices

Elective units of competency

Group A: Fisheries compliance specialist units

Unit code	Unit title
SFICOMP308C	Monitor fish catches for legal compliance
SFICOMP310C	Operate off-road vehicles
SFICOMP317A	Facilitate effective communication in the workplace
SFICOMP401C	Administer the district office
SFICOMP407C	Undertake prosecution procedures for magistrate's court
SFICOMP409A	Plan and undertake patrol operations
SFICOMP410A	Promote fisheries management awareness programs
SFICOMP411A	Implement aquaculture compliance
SFICOMP412A	Operate in remote areas* <i>SFICOMP310C Operate off-road vehicles</i>
SFICOMP413A	Maintain operational safety

Unit code	Unit title
SFICOMP414A	Manage own professional performance
SFICOMP415A	Board vessel at sea
BSBFLM312C	Contribute to team effectiveness
PSPETHC401A	Uphold and support the values and principles of public service
PSPREG401C	Exercise regulatory powers
PSPREG404C	Investigate non-compliance
PSPREG407B	Produce formal record of interview
PSPREG409B	Prepare a brief of evidence
PSPREG410B	Give evidence
PSPREG411A	Gather information through interviews
PSPREG412A	Gather and manage evidence
PSPREG418A	Advise on progress of investigations

Group B: Other elective units

Unit code	Unit title
BSBRISK401A	Identify risk and apply risk management processes
TAEASS301B	Contribute to assessment
TAEDEL301A	Provide work skill instruction

Fraud control

Unit code	Unit title
PSPFRAU401B	Monitor data for indicators of fraud
PSPREG415A	Receive and validate data

Surveillance

Unit code	Unit title
SFICOMP402C	Plan the surveillance operation
SFICOMP403C	Operate and maintain surveillance equipment
SFICOMP404C	Operate an observation post
SFICOMP405C	Perform post-surveillance duties* <i>SFICOMP404C Operation an observation post</i>
SFICOMP406C	Perform mobile surveillance

Observer operations

Unit code	Unit title
SFIOBSV301B	Monitor and record fishing operations
SFIOBSV302B	Collect reliable scientific data and samples
SFIOBSV304B	Analyse and report on-board observations

Industry leadership Focus A - Sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

SFI40511 Certificate IV in Seafood Processing

Modification History

Release	TP Version	Comments
5	SFI11v2.2	Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated <i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i> Superseded units from <i>MSA07 Manufacturing Training Package</i> replaced with new units from <i>MSS11 Sustainability Training Package</i>
4	SFI11v2	<i>SFIAQUA412A Develop emergency procedures for on-land operations</i> replaced with <i>SFIAQUA413A Develop emergency procedures for an aquaculture enterprise</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 <i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i> 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 seafood processing sector of the seafood industry in the capacity of a supervisor, shift manager or process manager.

The qualification will have application for people working:

- on aquaculture farms or fishout/put-and-take operations
- for contract harvesting and on-farm processing companies
- for wholesalers or retailers
- in processing plants.

Job roles

A person operating at this level will have a wide range of technical skills and/or managerial, coordination and planning responsibilities which may include:

- coordinating advanced processing
- coordinating the handling and slaughtering of harvested stock
- overseeing calibration and maintenance of equipment and facilities
- maintaining food safety and quality control procedures and policies
- supervising or leading work teams.

Work may vary between enterprises.

Job role titles may include:

- leading or senior fish processor
- process manager
- supervisor
- shift manager.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- SFI20511 Certificate II in Seafood Processing
- SFI30511 Certificate III in Seafood Processing
- prior experience related to seafood processing
- vocational and tertiary studies related to seafood processing.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI50511 Diploma of Seafood Processing
- SFI50111 Diploma of Aquaculture.

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

SFI40511 Certificate IV in Seafood Processing

The following table contains a summary of the employability skills as identified by the Seafood Processing 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"> accessing, interpreting and applying technical information analysing data and information to determine implications for work operations communicating with all team members in a professional manner completing workplace documentation and records demonstrating effective and appropriate communication and interpersonal skills when dealing with people demonstrating effective and appropriate documentation, communication and interpersonal skills when dealing with internal and external clients developing work instructions, specifications and procedures using a range of communication technologies to support work operations using most appropriate communication method given priority, cost and audience needs.
Teamwork	<ul style="list-style-type: none"> demonstrating leadership skills identifying and managing performance required to meet internal and external customer needs in own work and team work liaising with and providing support to other team members managing organisational processes and provide problem-solving support to others working cooperatively with people of different ages, gender, race or religion.
Problem solving	<ul style="list-style-type: none"> identifying factors which may affect the product or service to be provided identifying hazards and suggesting control measures identifying, rectifying or reporting potential and actual problems

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none">associated with work operations• implementing food safety procedures in the workplace• investigating problem causes• monitoring food safety practices• using material and process knowledge to solve problems.
Initiative and enterprise	<ul style="list-style-type: none">• assessing quality and other indicators of products• assisting in the implementation of continuous improvement processes• determining and acting on situations requiring further information or problem solving• gathering and analysing feedback on products, processes and procedures• providing leadership in the workplace• supporting achievement of efficient production processes.
Planning and organising	<ul style="list-style-type: none">• demonstrating time-management skills• identifying hazards and implementing appropriate hazard control measures• optimising work processes• scheduling and sequencing work to maximise safety and productivity• sourcing and preparing materials and resources and ensuring availability to support work operations.
Self-management	<ul style="list-style-type: none">• implementing and monitoring workplace procedures and instructions• interpreting and applying relevant Acts and regulations• keeping the work area clean and tidy at all times• managing own time to meet deadlines• monitoring own work and work of team and identifying and acting on any quality issues.
Learning	<ul style="list-style-type: none">• assessing work data and information to identify areas for improved performance• being supportive, assertive and using interpersonal skills to encourage workplace learning• gathering feedback on own work to assess effectiveness in meeting objectives and integrate information into own practice• identifying own training needs and seeking skill development if

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>required</p> <ul style="list-style-type: none"> • implementing learning activities as appropriate to ensure achievement of specified work requirements.
Technology	<ul style="list-style-type: none"> • ensuring readiness and operational efficiency of workplace technology • helping others use technology efficiently and safely • using computer software applications effectively • working with machines and workplace technology safely and according to workplace standards.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- five (5) core units *plus*
- four (4) seafood processing specialist elective units (Group A) *plus*
- eleven (11) elective units that may be selected from a combination of:
 - Group A seafood processing 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 IV or Diploma level. Units must be relevant to seafood processing 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
SFIPROC401C	Evaluate a batch of seafood

Elective units of competency

Group A: Seafood processing specialist units

Unit code	Unit title
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise
SFIDIST401C	Buy seafood product
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIOHS301C	Implement OHS policies and guidelines

Unit code	Unit title
SFIPROC402C	Maintain hygiene standards while servicing a food handling area
SFIPROC403C	Follow basic food safety practices
SFIPROC404C	Apply and monitor food safety requirements
SFIPROC405C	Oversee the implementation of a food safety program in the workplace* <i>SFIPROC404C Apply and monitor food safety requirements</i>
SFIPROC406C	Develop food safety programs
SFIPROC407C	Conduct internal food safety audits
SFISTOR301C	Operate refrigerated storerooms
AHCWRK403A	Supervise work routines and staff performance
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>
MSS403001A	Implement competitive systems and practices
MSS403002A	Ensure process improvements are sustained
MSS403011A	Facilitate implementation of competitive systems and practices
MSS403030A	Improve cost factors in work practices
MSS403032A	Analyse manual handling processes
MSS404050A	Undertake process capability improvements* <i>MSS404052 Apply statistics to operational processes</i>
MSS403051A	Mistake proof an operational process

Unit code	Unit title
MSS404052A	Apply statistics to operational processes
MTMCOR404A	Facilitate hygiene and sanitation performance* <i>MTMCOR202A Apply hygiene and sanitation practices</i>
MTMS313A	Prepare product formulations

Group B: Other elective units

Seafood processing

Unit code	Unit title
SFIAQUA216B	Harvest cultured or held stock
SFIFISH311A	Operate vessel deck machinery and lifting appliance
SFIPROC607C	Prepare work instructions for new seafood processing tasks
SFIPROC608C	Provide practical and/or commercial advice to seafood users
AHCLSK319A	Slaughter livestock
FDFSUG218A	Operate a boiler - basic
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC2001A	Licence to operate a forklift truck

Competitive manufacturing

Unit code	Unit title
MSS402060A	Use planning software systems in operations
MSS402061A	Use SCADA systems in operations
MSS402080A	Undertake root cause analysis

Unit code	Unit title
MSS403005A	Facilitate use of a Balanced Scorecard for performance improvement
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices
MSS403013A	Lead team culture improvement
MSS403021A	Facilitate a Just in Time system
MSS403023A	Monitor a levelled pull system of operations
MSS403040A	Facilitate and improve implementation of 5S
MSS403041A	Facilitate breakthrough improvements
MSS404053A	Use six sigma techniques* <i>MSS404052A Apply statistics to operational processes</i>
MSS404060A	Facilitate the use of planning software systems in a work or team area
MSS404061A	Facilitate the use of SCADA systems in a team or work area

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Post-harvest operations

Unit code	Unit title
SFIDIST501C	Export product
SFIDIST502C	Import product
SITXMPR401	Coordinate production of brochures and marketing materials

Unit code	Unit title
TLIR4002A	Source goods/services and evaluate contractors
TLIA4025A	Regulate temperature controlled stock

Quality assurance, food safety and environmental management

Unit code	Unit title
BSBRISK401A	Identify risk and apply risk management processes
MTMPSR412A	Participate in product recall
MTMPSR414A	Establish sampling program
SFIEMS401B	Conduct an internal audit of an environmental management system

Business services

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBPUR401B	Plan purchasing

Unit code	Unit title
BSBPUR402B	Negotiate contracts
BSBRES401A	Analyse and present research information
BSBWOR301B	Organise personal work priorities and development
TLIR4002A	Source goods/services and evaluate contractors

Frontline management

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBINM401A	Implement workplace information system
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement

Industry leadership Focus A - Sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

Industry leadership Focus B - Resource management group membership

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

Small business management

Unit code	Unit title
BSBINM201A	Process and maintain workplace information
BSBSMB301A	Investigate micro business opportunities
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405B	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team

Training and assessment

Unit code	Unit title
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation

Unit code	Unit title
TAEDEL402A	Plan, organise and facilitate learning in the workplace

SFI40611 Certificate IV in Seafood Industry Sales and Distribution

Modification History

Release	TP Version	Comments
5	SFI11v2.2	Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated <i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i>
4	SFI11v2	<i>SFIAQUA412A Develop emergency procedures for on-land operations</i> replaced with <i>SFIAQUA413A Develop emergency procedures for an aquaculture enterprise</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	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification represents the competencies relevant to people working within the retail and/or wholesale sector of the seafood industry in a supervisory or leadership capacity. A person operating at this level may be expected to comply with legislative requirements as well as implement a range of enterprise policies and procedures. They will also use their knowledge and skills to solve problems, plan for future work activities and take responsibility for others.

The qualification will have application for people working:

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

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, occupational health and 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

- sales supervisor
- senior store person or supervisor
- shift leaders or managers
- team leader.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- SFI20611 Certificate II in Seafood Industry (Sales and Distribution)
- SFI30611 Certificate III in Seafood Industry (Sales and Distribution)
- prior experience related to seafood sales and distribution
- vocational and tertiary studies related to seafood sales and distribution.

Pathways from the qualification

After achieving this qualification candidates may undertake professional development activities in areas of benefit to their workplace and their personal aspirations.

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

SFI40611 Certificate IV 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"> accessing, interpreting and applying regulatory information analysing data and information to determine specifications communicating with all team members in a professional manner completing workplace documentation and records demonstrating effective and appropriate communication and interpersonal skills when dealing with people demonstrating effective and appropriate documentation, communication and interpersonal skills when dealing with internal and external clients developing work instructions, specifications and procedures using a range of communication technologies to support work operations.
Teamwork	<ul style="list-style-type: none"> demonstrating leadership skills identifying and managing performance required to meet internal and external customer needs in own work and team work liaising with and providing support to other team members managing organisational processes and providing problem-solving support to others working cooperatively with people of different ages, gender, race or religion.
Problem solving	<ul style="list-style-type: none"> identifying factors which may affect the product or service to be provided identifying hazards and suggesting control measures identifying, rectifying or reporting potential and actual problems associated with work operations implementing food safety procedures in the workplace investigating problem causes

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • monitoring food safety practices • using food safety and product knowledge to solve problems.
Initiative and enterprise	<ul style="list-style-type: none"> • assessing quality and other indicators of products • assisting in the implementation of continuous improvement processes • determining and acting on situations requiring further information or problem solving • gathering and analysing feedback on products, processes and procedures • providing leadership in the workplace • supporting achievement of efficient production processes
Planning and organising	<ul style="list-style-type: none"> • demonstrating time-management skills • identifying hazards and implementing appropriate hazard control measures • optimising work processes • scheduling and sequencing work to maximise safety and productivity • sourcing and preparing materials and resources and ensure availability to support work operations.
Self-management	<ul style="list-style-type: none"> • implementing and monitoring workplace procedures and instructions • interpreting and applying relevant Acts and regulations • keeping the work area clean and tidy at all times • managing own time to meet deadlines • monitoring own work and work of team and identifying and acting on any quality issues.
Learning	<ul style="list-style-type: none"> • assessing work data and information to identify areas for improved performance • being supportive and assertive and using interpersonal skills to encourage workplace learning • gathering feedback on own work to assess effectiveness in meeting objectives and integrate information into own practice • identifying own training needs and seeking skill development if required • implementing learning activities as appropriate to ensure achievement of specified work requirements.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	<ul style="list-style-type: none"> ensuring readiness and operational efficiency of workplace technology helping others use technology efficiently and safely operating refrigeration facilities using computer software applications effectively.

Packaging Rules

Packaging Rules

A total of twenty (20) units of competency must be achieved.

- four (4) core units **plus**
- four (4) sales and distribution specialist elective units (Group A) **plus**
- twelve (12) 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 IV or Diploma 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
SFIDIST301C	Wholesale product
SFIDIST401C	Buy seafood product
SFIDIST501C	Export product
SFIDIST502C	Import product
SFIPROC404C	Apply and monitor food safety requirements
SFIPROC405C	Oversee the implementation of a food safety program in the workplace* <i>SFIPROC404C Apply and monitor food safety requirements</i>
AHCWRK403A	Supervise work routines and staff performance
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
MTMCOR404A	Facilitate hygiene and sanitation performance* <i>MTMCOR202A Apply hygiene and sanitation practices</i>

Group B: Other elective units**Environmental management**

Unit code	Unit title
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIEMS401B	Conduct an internal audit of an environmental management system
BSBRSK401A	Identify risk and apply risk management processes

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Seafood processing

Unit code	Unit title
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise
SFIDIST201C	Prepare, cook and retail seafood products
SFIDIST202C	Retail fresh, frozen and live seafood
SFIOHS301C	Implement OHS policies and guidelines
SFIPROC101C	Clean fish* <i>SFIPROC106B Work with knives</i>
SFIPROC105B	Fillet fish and prepare portions* <i>SFIPROC106B Work with knives</i>
SFIPROC106B	Work with knives
SFISTOR301C	Operate refrigerated storerooms
FDFFS2001A	Implement the food safety program and procedures
FDFOP2010A	Work with temperature controlled stock
SIRXCLM402	Manage store facilities
SIRXINV005A	Control inventory
SIRXMER004A	Manage merchandise and store presentation
SIRXRSK404	Control store security
TLID1002A	Shift a load using manually-operated equipment

Business services

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website
BSBEBU501A	Investigate and design e-business solutions
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBRES401A	Analyse and present research information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR301B	Organise personal work priorities and development

Frontline management

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBHRM501B	Manage human resources services
BSBINM401A	Implement workplace information system

Unit code	Unit title
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement
BSBMGT502B	Manage people performance

Industry leadership Focus A - Sector representation

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

Industry leadership Focus B - Resource management group membership

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

Small business management

Unit code	Unit title
BSBINM201A	Process and maintain workplace information
BSBSMB301A	Investigate micro business opportunities

Unit code	Unit title
BSBSMB401A	Establish legal and risk management requirements of a small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405B	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team

Training and assessment

Unit code	Unit title
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL402A	Plan, organise and facilitate learning in the workplace

SUG30102 Certificate III in Sugar Milling

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

Sugar Industry Units		Elective units	Total Points required for Certificate III in Sugar Milling
Core units	Specialist units		
90 points (if operating in only one specialist area/stream)	Minimum of 60 points and a maximum of 320 points from Band C Specialist units.	Maximum of 470 points from any one category of Elective units	960 points
Or: 100 points	Minimum of 90 points from Band B Specialist units.		

(if operating in more than one specialist area/stream)	Minimum of 40 points and a maximum of 230 points from Band A Specialist units.		
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