FDF10111 Certificate I in Food Processing

Modification History

This Qualification supersedes but is not equivalent to FDF10110 Certificate I in Food Processing and FDF10403 Certificate I in Food Processing (Wine).
September 2012: Replacement of superseded imported Units
November 2011: Inclusion of two (2) new elective wine Units, and updates to imported Units.

Description

This Qualification covers a range of food processing industries, such as:

- Grain processing (including stock feed, animal feeds, milling wheat, barley, oats and flour milling)
- Baking (including large scale production of cakes, pastry, bread, biscuits and plant baking)
- Retail baking
- Beverages (including juices, soft drinks, cordials, aerated and still waters, energy drinks and other modified beverages, such as vitamin and antioxidant beverages, coffee, tea and ice)
- Confectionery
- Dairy processing
- Fruit and vegetables
- Grocery products and supplies (including honey, jams, spreads, sauces, dressings, condiments, spices, edible oils and fats and pasta)
- Poultry.

Job Roles

The Certificate I in Food Processing is an introductory Qualification to food, beverage and grain processing that provides basic skills relevant to all FDF10 Food Processing Training Package sectors apart from pharmaceutical manufacturing. The Qualification is designed for application in a highly supervised context, such as VET in schools, induction to industry, or other equivalent introduction environments.

Additional Qualification advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

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Pathways Information

Pathways into the Qualification

Pathways for candidates considering this Qualification include direct entry.

Pathways from the Qualification

After achieving this Qualification, candidates may move into employment in a food, beverage or grain processing enterprise and undertake the FDF20110 Certificate II in Food Processing, FDF20510 Certificate II in Retail Baking or FDF20210 Certificate II in Pharmaceutical Manufacturing, or any other suitable Qualification according to the needs of the enterprise and higher level job functions.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

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Employability Skills Summary

Certificate I in Food Processing
The following table contains a summary of the employability skills as identified by the Food Processing industries 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 that reflect skill requirements for this level.

Employability Skill	**Industry/enterprise requirements for this Qualification include**:
Communication	• Complete all reporting as required. • Receive and relay oral and written messages. • Read and apply workplace procedures and instructions. • Communicate information about problems with work.
Teamwork	• Work as a team member. • Identify own role and responsibilities within a team. • Share workplace information.
Problem-solving	• Recognise and report any workplace hazards. • Identify common problems and take required action. • Follow workplace food safety procedures.
Initiative and enterprise	• Inspect quality of work on an ongoing basis. • Take appropriate corrective action to routine work problems. • Select appropriate equipment. • Distinguish between urgent and non-urgent tasks.
Planning and organising	• Identify work requirements. • Identify work priorities. • Plan work activities to meet daily work requirements. • Direct items to the correct area for further processing. • Identify and use relevant personal protective equipment. • Organise work area to maintain housekeeping standards. • Organise relevant equipment and tools.
Self-management	• Identify personal responsibilities and work requirements. • Manage time to meet own work requirements. • Plan activity to meet own work requirements. • Keep the work area clean and tidy at all times. • Monitor the quality of own work against quality standards. • Follow OHS practices. • Identify safety requirements for working in food processing industry. • Seek assistance from other team members where appropriate.
Learning	• Check work outcomes against workplace standards and identify inconsistencies.

       Administrator

	• Assess own ability to meet job requirements. • Listen to feedback and advice of supervisors. • Identify own skill requirements and seek skill development if required. • Attend training or skill development activities. • Ask questions to expand own knowledge. • self-check numerical information.
Technology	• Use work tools, machines and equipment safely and according to workplace procedures. • Use manual handling technologies in the workplace. • Use information technology devices as required.

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Packaging Rules

This Qualification requires the achievement of **nine** (**9**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of five (**5**) U**nits coded FDF**.

Five (**5**) **Core Units**
Four (**4**) **Elective Units**

Elective selection must include:

- Two (2) Group A elective Units

Two (**2**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Units packaged in any Certificate I or II level Food Processing Training Package Qualification
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate I level or Certificate II level (maximum 1 Unit)

CORE UNITS

Complete all five (5) core Units:

FDFFS1001A	Follow work procedures to maintain food safety#
FDFOHS1001A	Work safely
FDFOP1009A	Follow work procedures to maintain quality
FDFOP1010A	Communicate workplace information
MSAENV272B	Participate in environmentally sustainable work practices

In the case where this Qualification is to be applied in a work environment where food is processed for non-human consumption, such as pet food and stock feed or other situations where human food safety skills are not required, then this Unit may be replaced by **FDFOP2062A Apply work procedures to maintain integrity of product**.

ELECTIVE UNITS

GROUP A

Select a minimum of two (2) Group A Cross Sector elective Units

FDFOP1001A	Pack or unpack product manually
FDFOP1002A	Operate automated washing equipment
FDFOP1003A	Carry out manual handling tasks

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FDFOP1004A	Prepare basic mixes
FDFOP1005A	Operate basic equipment
FDFOP1006A	Monitor process operation
FDFOP1007A	Participate effectively in a workplace environment
FDFOP1008A	Take and record basic measurements
FDFOP2061A	Use numerical applications in the workplace
FDFRB1001A	Finish products
FDFWIN1001A	Identify key operations in wine production
FDFWIN1002A	Identify viticulture processes
SIRXCCS201	Apply point-of-sale handling procedures
SIRXCCS202	Interact with customers
SIRXICT001A	Operate retail technology
SIRXINV001A	Perform stock control procedures
SIRXSLS201	Sell products and services
TLIA2014A	Use product knowledge to complete work operations

Administrator

FDF10210 Certificate I in Pharmaceutical Manufacturing

Modification History

September 2012: Replacement of superseded imported Units.
November 2011: Update to imported Units.

Description

This Qualification covers the pharmaceutical manufacturing specialisation.

Job Roles
The Certificate I in Pharmaceutical Manufacturing is an introductory Qualification to pharmaceutical manufacturing that provides basic skills relevant to this sector. The Qualification is designed for application in a highly supervised context, such as VET in schools, induction to industry, or other equivalent introduction environments.

Additional Qualification advice
Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Many Units in this Qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the Unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this Qualification.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Pathways Information

Pathways into the Qualification
Pathways for candidates considering this Qualification include:

- direct entry.

Pathways from the Qualification
After achieving this Qualification, candidates may move into employment in a pharmaceutical manufacturing enterprise and undertake the FDF20210 Certificate II in Pharmaceutical Manufacturing or any other suitable Qualification.

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Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with Good Manufacturing Practice, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

Employability Skills Summary

Certificate I in Pharmaceutical Manufacturing

The following table contains a summary of the employability skills as identified by the Pharmaceutical Manufacturing industries 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 that reflect skill requirements for this level.

Employability Skill	**Industry/enterprise requirements for this Qualification include**:
Communication	• Complete all reporting as required. • Receive and relay oral and written messages. • Read and apply workplace procedures and instructions. • Communicate information about problems with work.
Teamwork	• Work as a team member. • Identify own role and responsibilities within a team. • Share workplace information.
Problem-solving	• Recognise and report any workplace hazards. • Identify common problems and take required action. • Follow workplace food safety procedures.
Initiative and enterprise	• Inspect quality of work on an ongoing basis. • Take appropriate corrective action to routine work problems. • Select appropriate equipment. • Distinguish between urgent and non-urgent tasks.
Planning and organising	• Identify work requirements. • Identify work priorities. • Plan work activities to meet daily work requirements. • Direct items to the correct area for further processing. • Identify and use relevant personal protective equipment. • Organise work area to maintain housekeeping standards. • Organise relevant equipment and tools.
Self-management	• Identify personal responsibilities and work requirements. • Manage time to meet own work requirements. • Plan activity to meet own work requirements. • Keep the work area clean and tidy at all times. • Monitor the quality of own work against quality standards. • Follow OHS practices. • Identify safety requirements for work. • Seek assistance from other team members where appropriate.
Learning	• Check work outcomes against workplace standards and identify inconsistencies.

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	• Assess own ability to meet job requirements. • Listen to feedback and advice of supervisors. • Identify own skill requirements and seek skill development if required. • Attend training or skill development activities. • Ask questions to expand own knowledge. • self-check numerical information.
Technology	• Use work tools, machines and equipment safely and according to workplace procedures. • Use manual handling technologies in the workplace. • Use information technology devices as required.

Administrator

Packaging Rules

This Qualification requires the achievement of **eight** (**8**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of four (**4**) **Units coded FDF**.

Four (**4**) **Core Units**
Four (**4**) **Elective Units**

Elective selection must include:

- Two (2) Group A elective Units

Two (**2**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Units packaged in any Certificate I or II Food Processing Training Package Qualification
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate I level or Certificate II level (maximum 1 Unit)

CORE UNITS

Complete all four (4) core Units.

FDFOHS1001A	Work safely
FDFOP1010A	Communicate workplace information
FDFPH1001A	Follow work procedures to maintain Good Manufacturing Practice
MSAENV272B	Participate in environmentally sustainable work practices

GROUP A

Select a minimum of two (2) Group A elective Units.

FDFOP1001A	Pack or unpack product manually
FDFOP1002A	Operate automated washing equipment
FDFOP1003A	Carry out manual handling tasks
FDFOP1004A	Prepare basic mixes
FDFOP1005A	Operate basic equipment
FDFOP1006A	Monitor process operation
FDFOP1007A	Participate effectively in a workplace environment
FDFOP1008A	Take and record basic measurements
FDFOP2061A	Use numerical applications in the workplace

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FDFRB1001A	Finish products
SIRXCCS201	Apply point-of-sale handling procedures
SIRXCCS202	Interact with customers
SIRXICT001A	Operate retail technology
SIRXINV001A	Perform stock control procedures
SIRXSLS201	Sell products and services
TLIA2014A	Use product knowledge to complete work operations
TLID1002A	Shift a load using manually operated equipment

Administrator

FDF11012 Certificate I in Sugar Milling Industry Operations

Modification History

This qualification has been derived from SUG10102 Certificate I in Sugar Milling. See Qualification Mapping Guide for notes on equivalence.

Description

Job Roles

This qualification covers work undertaken by sugar milling industry workers. Job roles may include for example:

Cane Supply Transport

Yard assistant

Loco driver assistant

Mill Services

Labourer

Maintenance worker

Additional Qualification Advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the qualification level.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Administrator

Pathways Information

Pathways into **the Qualification**

The FDF11011 Certificate I in Sugar Milling Industry Operations is an introductory qualification to sugar milling that provides basic skills. The qualification is designed for application in a highly supervised context, such as VET in schools, induction to industry, or other equivalent introduction environments.

Pathways from **the Qualification**

After achieving this qualification, candidates may move into employment in the sugar milling industry and undertake the FDF21012 Certificate II in Sugar Milling Industry Operations or any other suitable qualification according to the needs of the enterprise and higher level job functions.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

There are no entry requirements for this qualification.

Administrator

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	• Complete all reporting as required • Receive and relay oral and written messages • Read and apply workplace procedures and instructions • Communicate information about problems with work
Teamwork	• Work as a team member • Identify own role and responsibilities within a team • Share workplace information
Problem-solving	• Recognise and report any workplace hazards • Identify common problems and take required action • Follow workplace food safety procedures
Initiative and Enterprise	• Inspect quality of work on an ongoing basis • Take appropriate corrective action to routine work problems • Select appropriate equipment • Distinguish between urgent and non-urgent tasks
Planning and Organising	• Identify work requirements • Identify work priorities • Plan work activities to meet daily work requirements • Direct items to the correct area for further processing • Identify and use relevant personal protective equipment • Organise work area to maintain housekeeping standards • Organise relevant equipment and tools
Self-management	• Identify personal responsibilities and work requirements • Manage time to meet own work requirements • Plan activity to meet own work requirements • Keep the work area clean and tidy at all times • Monitor the quality of own work against quality standards • Follow OHS practices • Identify safety requirements for working in food processing industry • Seek assistance from other team members where appropriate
Learning	• Check work outcomes against workplace standards and identify inconsistencies • Assess own ability to meet job requirements • Listen to feedback and advice of supervisors • Identify own skill requirements and seek skill development if required • Attend training or skill development activities • Ask questions to expand own knowledge

Administrator

	• self-check numerical information
Technology	• Use work tools, machines and equipment safely and according to workplace procedures
	• Use manual handling technologies in the workplace
	• Use information technology devices as required

Packaging Rules

Complete **nine (9)** units of competency comprised of:

- Four (4) Core Units
- Five (5) Elective Units

Core Units
Complete all four (4) core units

Unit Code	Unit Title
FDFOHS1001A	Work safely
FDFOP1007A	Participate effectively in a workplace environment
FDFOP1010A	Communicate workplace information
MSAENV272B	Participate in environmentally sustainable work practices

Elective Units

- Select a minimum of **two** (2) units from Group A below.
- An additional **three** (3) units can come from Group A and/or this or any other Training Package or accredited course at Certificate I or II.
- Selected units must be relevant to job outcomes in the sugar milling industry.

Group A Units

Sector Specialist Units	
Rail Infrastructure	
FDFSUG101A	Install pre-ballast
Rail Transport Operations	
FDFSUG102A	Undertake shunting operations
Factory Operations	
FDFSUG103A	Move cane bins in a marshalling yard
Laboratory	

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FDFSUG104A	Check a cane sample for extraneous matter
FDFSUG105A	Manually clean and maintain housekeeping standards

Factory Maintenance	
AHCMOM101A	Assist with routine maintenance of machinery and equipment
FDFOP1005A	Operate basic equipment
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations

General	
FDFOP1006A	Monitor process operation
AHCBAC101A	Support agricultural crop work
TLID1001A	Shift materials safely using manual handling methods
TLID1002A	Shift a load using manually-operated equipment

Administrator

FDF20111 Certificate II in Food Processing

Modification History

This Qualification supersedes and is equivalent to FDF20110 Certificate II in Food Processing.
September 2012: Replacement of superseded imported Units.
April 2012: Inclusion of new malting and brewing Units as electives. Update of imported SUG Units to new FDFSUG Units. Minor typographical corrections.
November 2011: Update to imported Units, including one non-equivalent Unit. Minor edits.

Administrator

Description

This Qualification covers a range of food processing industries, such as:

- Grain processing (including stockfeed, animal feeds, milling wheat, barley, oats and flour milling)
- Baking (including large scale production of cakes, pastry, bread, biscuits and plant baking)
- Beverages (including juices, soft drinks, cordials, aerated and still waters, energy drinks and other modified beverages, such as vitamin and antioxidant beverages, coffee, tea and ice)
- Confectionery
- Dairy processing
- Fruit and vegetables
- Grocery products and supplies (including honey, jams, spreads, sauces, dressings, condiments, spices, edible oils and fats and pasta)
- Poultry.

Job Roles

The Certificate II in Food Processing targets those working within a production or production support role, for example, packaging, machine operations and bottling. This Qualification is designed for application in supervised environments where the work is predictable with some basic problem solving requirements.

Additional Qualification advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Many Units in this Qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the Unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this Qualification.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Administrator

Pathways Information

Pathways into the Qualification

Pathways for candidates considering this Qualification include:

- FDF10110 Certificate I in Food Processing
- direct entry
- limited vocational training and/or work experience.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake the FDF30110 Certificate III in Food Processing with an industry specialisation according to the needs of the enterprise and higher level job functions, FDF30810 Certificate III in Plant Baking or FDF30310 Certificate III in Food Processing (Sales) or any other suitable Qualification.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, OHS and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

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Employability Skills Summary

The following table contains a summary of the employability skills as identified by the Food Processing industries 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 that reflect skill requirements for this level.

Employability Skill	**Industry/enterprise requirements for this Qualification include**:
Communication	• Complete work forms and required written documentation. • Use communication and information technologies to support work operations. • Demonstrate effective and appropriate interpersonal skills. • Interpret and apply workplace procedures and instructions. • Share workplace information. • Communicate information about problems with work. • Communicate information relating to OHS.
Teamwork	• Work as part of a team. • Provide assistance to others in the work area. • Identify own role and responsibilities within a team. • Identify team goals. • Share work related information. • Maintain health and safety of work area for self and others.
Problem-solving	• Identify and report any workplace hazards. • Identify workplace problems and make contributions to their solution. • Identify and apply health and safety issues relating to work in the food industry. • Apply knowledge of materials, product purpose and processes to work operations. • Check performance of machines and equipment and identify signs of faulty operations. • Monitor workplace activities and identify and report non-compliances.
Initiative and enterprise	• Provide feedback on procedures and processes. • Gather and interpret information to support safe and efficient work. • Ask questions regarding requirements and expectations. • Make suggestions for continuous improvement. • Inspect quality of work on an ongoing basis. • Record basic information on the quality and other indicators of work outcomes.

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Planning and organising	• Identify work requirements and work load priorities.
	• Plan work activities to meet daily work requirements.
	• Direct items to the correct area for further processing.
	• Identify and use relevant personal protective equipment.
	• Organise work area to maintain housekeeping standards.
	• Select and organise relevant equipment and tools.
	• Identify and report issues affecting ability to meet work outcomes.
Self-management	• Understand own work activities.
	• Identify personal responsibilities.
	• Accept responsibility for quality of own work.
	• Participate in OHS practices.
	• Apply food safety practices.
	• Plan to meet required work outcomes of self and team.
	• Monitor own work.
	• Maintain own work efficiency.
	• Keep the work area clean and tidy at all times.
Learning	• Assess own competencies in meeting job requirements.
	• Listen to feedback and advice of supervisors.
	• Identify own skill requirements and seek skill development if required.
	• Attend training or skill development activities.
	• Ask questions to expand own knowledge.
Technology	• Use work tools, machines and equipment safely and effectively.
	• Perform minor maintenance on machinery in accordance with workplace practice.
	• Use manual handling technologies in the workplace.

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Packaging Rules

This Qualification requires the achievement of **thirteen** (**13**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of eight (**8**) **Units coded FDF**.

Five (**5**) **Core Units**
Eight (**8**) **Elective Units**

Elective selection must include:

- Five (5) Group A elective Units

Three (**3**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Group B elective Units
- A maximum of two (2) Units from this Training Package, other endorsed Training Packages and accredited courses that are packaged at Certificate I level (maximum 1 Unit), Certificate II level (maximum 2 Units) and Certificate III level (maximum 1 Unit)

NOTE: Units marked with an asterisk (*) require completion of prerequisite Unit/s which is identified under the Unit.

CORE UNITS

Complete all five (5) core Units:

FDFFS2001A	Implement the food safety program and procedures #
FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
MSAENV272B	Participate in environmentally sustainable work practices

In the case where this Qualification is to be applied in a work environment where food is processed for non-human consumption, such as pet food and stock feed or other situations where human food safety skills are not required, then this Unit may be replaced by **FDFOP2062A Apply work procedures to maintain integrity of product**

ELECTIVE UNITS

GROUP A
Select a minimum of five (5) Group A Sector Specialist and Cross Sector elective Units

| **Sector Specialist Units** |
| **Baking** |

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FDFBK2001A	Operate a cooling and slicing process
FDFBK2002A	Operate a pastry forming and filling process
FDFBK2003A	Manufacture rye crisp breads
FDFBK2004A	Manufacture wafer products
FDFBK2005A	Operate a doughnut making process
FDFBK2006A	Operate a griddle production process
FDFBK2007A	Operate a pastry production process
FDFOP2024A	Operate a cooling, slicing and wrapping process
FDFOP2055A	Freeze dough
SIRRMER004A	Prepare and display bakery products* *SIRRFSA001A Apply retail food safety practices*
Beverages	
FDFBV2001A	Operate a deaeration, mixing and carbonation process
FDFBV2002A	Manufacture coffee (roast and ground)
FDFBV2003A	Operate an ice manufacturing process
Confectionery	
FDFCON2001A	Examine raw ingredients used in confectionery
FDFCON2002A	Operate a boiled confectionery process
FDFCON2003A	Operate a chocolate conching process
FDFCON2004A	Operate a chocolate depositing or moulding process
FDFCON2005A	Operate a confectionery depositing process
FDFCON2006A	Operate a granulation and compression process
FDFCON2007A	Operate a panning process
FDFCON2008A	Operate a chocolate refining process
FDFCON2009A	Operate a starch moulding process
Dairy processing	
FDFDP2001A	Operate a butter churning process
FDFDP2002A	Operate a butter oil process* *FDFOP2043A Operate an homogenising process OR* *FDFDP2001A Operate a butter churning process*
FDFDP2003A	Operate a curd production and cutting process
FDFDP2004A	Operate a cooling and hardening process

FDFDP2005A	Operate a cheese pressing and moulding process
FDFDP2006A	Operate a fermentation process
Grocery products and supplies	
FDFGPS2001A	Operate a bleaching process
FDFGPS2002A	Operate a complecting process
FDFGPS2003A	Operate a deodorising process
FDFGPS2004A	Operate a flake preparation process
FDFGPS2005A	Operate a fractionation process
FDFGPS2006A	Operate a hydrogenation process
FDFGPS2007A	Operate an interesterification process
FDFGPS2008A	Operate a neutralisation process
FDFGPS2009A	Operate a soap splitting process
FDFGPS2010A	Operate a winterisation process
FDFGPS2011A	Operate a creamed honey manufacture process
Grain processing	
FDFGR2001A	Operate a liquid, mash or block stockfeed process
FDFGR2002A	Understand mill operations and technologies
FDFGR2003A	Operate a grain conditioning process
FDFGR2004A	Operate a grain cleaning process
FDFGR2005A	Operate a purification process
FDFGR2006A	Operate a scalping and grading process
FDFGR2007A	Operate a scratch and sizing process
FDFGR2008A	Operate a break roll process
FDFGR2009A	Operate a pelleting process
FDFGR2010A	Handle grain in a storage area
FDFGR2011A	Receive grain for malting* *FDFGR2010A Handle grain in a storage area*
FDFGR2012A	Prepare malted grain* *FDFGR2010A Handle grain in a storage area*
FDFGR2013A	Blend and dispatch malt
AHCBAC204A	Prepare grain storages
TLIJ2004A	Implement grain monitoring measures

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Fruit and vegetables	
FDFFV2001A	Apply hydro-cooling process to fresh produce
Poultry	
FDFPO2001A	Operate a dicing, stripping or mincing process
FDFPO2002A	Operate an evisceration process
FDFPO2003A	Grade carcass
FDFPO2004A	Harvest edible offal
FDFPO2005A	Operate a marinade injecting process
FDFPO2006A	Operate a washing and chilling process
FDFPO2007A	Operate the bird receival and hanging process
FDFPO2008A	Operate a stunning, killing and defeathering process
FDFPO2009A	Work in an egg grading floor
FDFPO2010A	Operate egg grading and packing floor equipment* *FDFPO2009A Work in an egg grading floor*
MTMP2006B	Apply animal welfare and handling requirements
MTMP2197C	Clean after operations – boning room

Cross Sector Units	
FDFOP1003A	Carry out manual handling tasks
FDFOP2001A	Work effectively in the food processing industry
FDFOP2002A	Inspect and sort materials and product
FDFOP2003A	Clean equipment in place
FDFOP2004A	Clean and sanitise equipment
FDFOP2005A	Work in a socially diverse environment
FDFOP2006A	Operate a bulk dry goods transfer process
FDFOP2007A	Work in a freezer storage area
FDFOP2008A	Operate a bulk liquid transfer process
FDFOP2009A	Load and unload tankers
FDFOP2010A	Work with temperature controlled stock
FDFOP2011A	Conduct routine maintenance
FDFOP2012A	Maintain food safety when loading, unloading and transporting food

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Cross Sector Units	
FDFOP2013A	Apply sampling procedures
FDFOP2014A	Participate in sensory analyses
FDFOP2015A	Apply principles of statistical process control* *FDFOP2061A Use numerical applications in the workplace*
FDFOP2016A	Work in a food handling area for non-food handlers
FDFOP2017A	Operate a blending, sieving and bagging process
FDFOP2018A	Operate a case packing process
FDFOP2019A	Fill and close product in cans
FDFOP2020A	Operate a form, fill and seal process
FDFOP2021A	Operate a fill and seal process
FDFOP2022A	Operate a high speed wrapping process
FDFOP2023A	Operate a packaging process
FDFOP2025A	Manufacture extruded and toasted products
FDFOP2026A	Operate a forming or shaping process
FDFOP2027A	Dispense non-bulk ingredients
FDFOP2028A	Operate a mixing or blending process
FDFOP2029A	Operate a baking process
FDFOP2030A	Operate a process control interface
FDFOP2031A	Operate a coating application process
FDFOP2032A	Work in a clean room environment* *FDFFS2001A Implement the food safety program and procedures* *OR* *FDFPH2001A Apply Good Manufacturing Practice procedures*
FDFOP2033A	Operate a depositing process
FDFOP2034A	Operate an evaporation process
FDFOP2035A	Operate an enrobing process
FDFOP2036A	Operate an extrusion process
FDFOP2037A	Operate a filtration process
FDFOP2038A	Operate a grinding process
FDFOP2039A	Operate a frying process
FDFOP2040A	Operate a heat treatment process
FDFOP2041A	Operate a mixing or blending and cooking process

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Cross Sector Units	
FDFOP2042A	Operate a drying process
FDFOP2043A	Operate an homogenising process
FDFOP2044A	Operate a retort process
FDFOP2045A	Operate pumping equipment
FDFOP2046A	Operate a production process
FDFOP2047A	Operate a portion saw
FDFOP2048A	Pre-process raw materials
FDFOP2049A	Operate a reduction process
FDFOP2050A	Operate a separation process
FDFOP2051A	Operate a spreads production process
FDFOP2052A	Operate a chocolate tempering process
FDFOP2053A	Operate a washing and drying process
FDFOP2054A	Operate a water purification process
FDFOP2056A	Operate a freezing process
FDFOP2057A	Operate a membrane process
FDFOP2058A	Operate a holding and storage process
FDFOP2059A	Operate a continuous freezing process
FDFOP2060A	Operate an automated cutting process
FDFOP2061A	Use numerical applications in the workplace
FDFOP2066A	Operate a wort production process* *FDFOP2071A Identify key stages and beer production equipment in a brewery*
FDFOP2067A	Operate a brewery fermentation process* *FDFOP2071A Identify key stages and beer production equipment in a brewery*
FDFOP2068A	Operate a beer maturation process* *FDFOP2071A Identify key stages and beer production equipment in a brewery*
FDFOP2069A	Operate a beer filtration process* *FDFOP2071A Identify key stages and beer production equipment in a brewery*
FDFOP2070A	Operate a bright beer tank process* *FDFOP2071A Identify key stages and beer production equipment*

Administrator

Cross Sector Units	
	in a brewery
FDFOP2071A	Identify key stages and beer production equipment in a brewery
FDFOP2072A	Operate a beer filling process
FDFOP2073A	Operate a beer packaging process
FDFOP2074A	Prepare and monitor beer yeast propagation processes
FDFPPL2001A	Participate in work teams and groups
FDFSUG222A	Operate a waste water treatment system
MSL973001A	Perform basic tests
MTMPSR201C	Vacuum pack product
MTMPSR203A	Sharpen knives
PMBPROD211B	Operate blow moulding equipment
PMBPROD270B	Operate injection blow moulding equipment
TLIA2009A	Complete and check import/export documentation
TLIA2014A	Use product knowledge to complete work operations
TLIA2021A	Despatch stock
TLIA4025A	Regulate temperature controlled stock
TLID2003A	Handle dangerous goods/hazardous substances
TLID2004A	Load and unload goods/cargo
TLID2010A	Operate a forklift
TLIK2010A	Use infotechnology devices in the workplace

GROUP B

BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBWOR204A	Use business technology
FDFSUG218A	Operate a boiler - basic
HLTFA201B	Provide basic emergency life support
MSS402010A	Manage the impact of change on own work
MSS402001A	Apply competitive systems and practices
MSS402002A	Sustain process improvements
MSS402021A	Apply Just in Time procedures

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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
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXFIN002A	Perform retail finance duties
SIRXMER201	Merchandise products
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services
SITHFAB012B	Prepare and serve espresso coffee

Administrator

FDF20211 Certificate II in Pharmaceutical Manufacturing

Modification History

This Qualification supersedes and is equivalent to FDF20210 Certificate II in Pharmaceutical Manufacturing.
September 2012: Replacement of superseded imported Units.
April 2012: Update of imported SUG Units to new FDFSUG Units. Minor typographical corrections.
November 2011: Update to imported Units, including one non-equivalent Unit. Minor edits.

Description

This Qualification covers the Pharmaceutical Manufacturing specialisation.

Job Roles
The Certificate II in Pharmaceutical Manufacturing targets those working within production or production support roles, such as packing within pharmaceutical manufacturing environments. This Qualification is designed for application in supervised environments where the work is predictable with some basic problem solving requirements.

Additional Qualification advice
Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Many Units in this Qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the Unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this Qualification.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

　　　　Administrator

Pathways Information

Pathways into the Qualification

Pathways for candidates considering this Qualification include:

- FDF10110 Certificate I in Food Processing or FDF10210 Certificate I in Pharmaceutical Manufacturing
- direct entry
- limited vocational training and/or work experience.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake FDF30210 Certificate III in Pharmaceutical Manufacturing or any other suitable Qualification.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, an individual Unit of Competency may specify relevant licensing, legislative and/or regulatory requirements. In addition, all work must comply with Good Manufacturing Practice, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

Administrator

Employability Skills Summary

The following table contains a summary of the employability skills as identified by the Pharmaceutical Manufacturing industries 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 that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this Qualification include:
Communication	• Complete work forms and required written documentation. • Use communication and information technologies to support work operations. • Demonstrate effective and appropriate interpersonal skills. • Interpret and apply workplace procedures and instructions. • Share workplace information. • Communicate information about problems with work. • Communicate information relating to OHS.
Teamwork	• Work as part of a team. • Provide assistance to others in the work area. • Identify own role and responsibilities within a team. • Identify team goals. • Share work-related information. • Maintain health and safety of work area for self and others.
Problem-solving	• Identify and report any workplace hazards. • Identify workplace problems and make contributions to their solution. • Identify health and safety issues relating to work in the food industry. • Apply knowledge of materials, product purpose and processes to work operations. • Check performance of machines and equipment and identify signs of faulty operations. • Monitor workplace activities and identify and report non-compliances.
Initiative and enterprise	• Provide feedback on procedures and processes. • Gather and interpret information to support safe and efficient work. • Ask questions regarding requirements and expectations. • Make suggestions for continuous improvement. • Inspect quality of work on an ongoing basis. • Record basic information on the quality and other indicators of work outcomes.

Administrator

Planning and organising	• Identify work requirements and work load priorities. • Plan work activities to meet daily work requirements. • Direct items to the correct area for further processing. • Identify and use relevant personal protective equipment. • Organise work area to maintain housekeeping standards. • Select and organise relevant equipment and tools. • Identify and report issues affecting ability to meet work outcomes.
Self-management	• Understand own work activities. • Identify personal responsibilities. • Accept responsibility for quality of own work. • Follow OHS and food safety practices. • Plan to meet required work outcomes of self and team. • Monitor own work. • Maintain own work efficiency. • Keep the work area clean and tidy at all times.
Learning	• Assess own competencies in meeting job requirements. • Listen to feedback and advice of supervisors. • Identify own skill requirements and seek skill development if require. • Attend training or skill development activities. • Ask questions to expand own knowledge.
Technology	• Use work tools, machines and equipment safely and effectively. • Perform minor maintenance on machinery in accordance with workplace practice. • Use manual handling technologies in the workplace.

Administrator

Packaging Rules

This Qualification requires the achievement of **twelve** (**12**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of seven (**7**) **Units coded FDF**.

Four (**4**) **Core Units**
Eight (**8**) **Elective Units**

Elective selection must include:

- Five (5) Group A elective Units

Three (**3**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Group B elective Units
- Units from this Training Package, any other nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 Unit), Certificate II (maximum 2 Units),and Certificate III level (maximum 1 Unit)

NOTE: Units marked with an asterisk (*) require completion of prerequisite Unit/s which is identified under the Unit.

CORE UNITS

Complete the following four (4) Units:

FDFOHS2001A	Participate in OHS processes
FDFOP2064A	Provide and apply workplace information
FDFPH2001A	Apply Good Manufacturing Practice procedures
MSAENV272B	Participate in environmentally sustainable work practices

ELECTIVE UNITS

GROUP A
Select a minimum of five (5) Units from the Sector Specialist and Cross Sector Units below. A minimum of one (1) pharmaceutical manufacturing specialist Unit coded FDFPH must be included in the selection.

Sector Specialist Units	
FDFPH2002A	Operate a concentration process
FDFPH2003A	Operate an extraction process
FDFPH2004A	Operate a separation process using chromatography* *FDFOP2032A Work in a clean room environment*

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Sector Specialist Units	
FDFPH2005A	Operate an aseptic fill and seal process* *FDFOP2032A Work in a clean room environment*
FDFPH2006A	Operate an aseptic form, fill and seal process* *FDFOP2032A Work in a clean room environment*
FDFPH2007A	Coordinate a label store
FDFPH2008A	Operate a compressing process
FDFPH2009A	Dispense pharmaceutical raw materials
FDFPH2010A	Operate an encapsulation process
FDFPH2011A	Operate a granulation process
FDFPH2012A	Operate a liquid manufacturing process
FDFPH2013A	Operate a tablet coating process
FDFPH2014A	Operate a terminal sterilisation process
Cross Sector Units	
FDFOP1003A	Carry out manual handling tasks
FDFOP2001A	Work effectively in the food processing industry
FDFOP2002A	Inspect and sort materials and product
FDFOP2003A	Clean equipment in place
FDFOP2004A	Clean and sanitise equipment
FDFOP2006A	Operate a bulk dry goods transfer process
FDFOP2007A	Work in a freezer storage area
FDFOP2008A	Operate a bulk liquid transfer process
FDFOP2009A	Load and unload tankers
FDFOP2010A	Work with temperature controlled stock
FDFOP2011A	Conduct routine maintenance
FDFOP2012A	Maintain food safety when loading, unloading and transporting food
FDFOP2013A	Apply sampling procedures
FDFOP2014A	Participate in sensory analyses
FDFOP2015A	Apply principles of statistical process control* *FDFOP2061A Use numerical applications in the workplace*
FDFOP2016A	Work in a food handling area for non-food handlers

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Sector Specialist Units	
FDFOP2017A	Operate a blending, sieving and bagging process
FDFOP2018A	Operate a case packing process
FDFOP2019A	Fill and close product in cans
FDFOP2020A	Operate a form, fill and seal process
FDFOP2021A	Operate a fill and seal process
FDFOP2022A	Operate a high speed wrapping process
FDFOP2023A	Operate a packaging process
FDFOP2024A	Operate a cooling, slicing and wrapping process
FDFOP2025A	Manufacture extruded and toasted products
FDFOP2026A	Operate a forming or shaping process
FDFOP2027A	Dispense non-bulk ingredients
FDFOP2028A	Operate a mixing or blending process
FDFOP2029A	Operate a baking process
FDFOP2030A	Operate a process control interface
FDFOP2031A	Operate a coating application process
FDFOP2032A	Work in a clean room environment* *FDFFS2001A Implement food safety program and procedures OR FDFPH2001A Apply Good Manufacturing Practice procedures*
FDFOP2033A	Operate a depositing process
FDFOP2034A	Operate an evaporation process
FDFOP2035A	Operate an enrobing process
FDFOP2036A	Operate an extrusion process
FDFOP2037A	Operate a filtration process
FDFOP2038A	Operate a grinding process
FDFOP2039A	Operate a frying process
FDFOP2040A	Operate a heat treatment process
FDFOP2041A	Operate a mixing or blending and cooking process
FDFOP2042A	Operate a drying process
FDFOP2043A	Operate an homogenising process
FDFOP2044A	Operate a retort process
FDFOP2045A	Operate pumping equipment

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Sector Specialist Units	
FDFOP2046A	Operate a production process
FDFOP2047A	Operate a portion saw
FDFOP2048A	Pre-process raw materials
FDFOP2049A	Operate a reduction process
FDFOP2050A	Operate a separation process
FDFOP2051A	Operate a spreads production process
FDFOP2052A	Operate a chocolate tempering process
FDFOP2053A	Operate a washing and drying process
FDFOP2054A	Operate a water purification process
FDFOP2055A	Freeze dough
FDFOP2056A	Operate a freezing process
FDFOP2057A	Operate a membrane process
FDFOP2058A	Operate a holding and storage process
FDFOP2059A	Operate a continuous freezing process
FDFOP2060A	Operate an automated cutting process
FDFOP2061A	Use numerical applications in the workplace
FDFPPL2001A	Participate in work teams and groups
FDFSUG222A	Operate a waste water treatment system
MSL973001A	Perform basic tests
MTMPSR203A	Sharpen knives
MTMPSR201C	Vacuum pack product
PMBPROD211B	Operate blow moulding equipment
PMBPROD270B	Operate injection blow moulding equipment
TLIA2009A	Complete and check import/export documentation
TLIA2014A	Use product knowledge to complete work operations
TLIA2021A	Despatch stock
TLIA4025A	Regulate temperature controlled stock
TLID2003A	Handle dangerous goods/hazardous substances
TLID2004A	Load and unload goods/cargo
TLID2010A	Operate a forklift
TLIK2010A	Use infotechnology devices in the workplace

Administrator

GROUP B

FDFOP2005A	Work in a socially diverse environment
FDFSUG218A	Operate a boiler - basic
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBWOR204A	Use business technology
HLTFA201B	Provide basic emergency life support
MSS402010A	Manage the impact of change on own work
MSS402001A	Apply competitive systems and practices
MSS402002A	Sustain process improvements
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
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXFIN002A	Perform retail finance duties
SIRXMER201	Merchandise products
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services

Administrator

FDF20411 Certificate II in Wine Industry Operations

Modification History

This qualification supersedes and is equivalent to FDF20403 Certificate II in Food Processing (Wine).
September 2012: Replacement of superseded imported Units.
April 2012: Update of imported SUG Units to new FDFSUG Units.

Administrator

Description

This Qualification provides vocational skills for work in the wine industry. A range of specialist electives are included covering skills used in the following wine industry operational areas:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory
- warehousing
- wine grape growing.

Testamur issued for this Qualification are to be titled 'Certificate II in Wine Industry Operations'.

An additional descriptor in brackets after the Qualification title e.g. FDF20411 Certificate II in Wine Industry Operations (Cellar Operations) may be added by a Registered Training Organisation (RTO). Any additional descriptor should reflect a minimum selection of at least five (5) specialist Units from one of the following Unit groups:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory
- warehousing
- wine grape growing.

Job Roles The FDF20411Certificate II in Wine Industry Operations targets those working within a production or production support role. Job roles in the industry often vary in the degree of skill specialisation and the Qualification packaging rules reflect this diversity through allowing a choice of specialist electives in one specialisation area or a combination of grape growing, cellar operations, bottling and packaging, warehousing, laboratory and cellar door sales work.

This Qualification is designed for application in supervised environments where the work is predictable with some basic problem solving requirements.

Those performing a purely warehousing role in the wine production industry should consider the TLI21610 Certificate II in Warehousing Operations.

Those performing a purely laboratory operations role in the wine production industry should consider the MSL20109 Certificate II in Sampling and Measurement.

Those performing a purely cellar door role in the wine production industry should consider the SIT20207 Certificate II in Hospitality

Additional Qualification advice

     Administrator

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Many Units in this Qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the Unit FDFOP2061A Use numerical applications in the workplace, should be selected as part of this Qualification.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options, including on-the-job and work-based training, that support the development of competency.

Pathways Information

Pathways into **the Qualification** Pathways for candidates considering this Qualification include:

- FDF10111 Certificate I in Food Processing
- direct entry
- limited vocational training and/or work experience.

Pathways from **the Qualification**
After achieving this Qualification, candidates may undertake a FDF30411 Certificate III in Wine Industry Operations with an industry specialisation according to the needs of the enterprise and higher level job functions.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, an individual Unit of Competency may specify relevant licensing, legislative and/or regulatory requirements.

Entry Requirements

Not applicable.

       Administrator

Employability Skills Summary

Certificate II in Wine Industry Operations
The following table contains a summary of the employability skills as identified by the wine industry 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 that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this Qualification include:
Communication	• Complete work forms and required written documentation • Use communication and information technologies to support work operations • Demonstrate effective and appropriate interpersonal skills • Interpret and apply workplace procedures and instructions • Share workplace information • Communicate information about problems with work • Communicate information relating to OHS.
Teamwork	• Work as part of a team • Provide assistance to others in the work area • Identify own role and responsibilities within a team • Identify team goals • Share work-related information • Maintain health and safety of work area for self and others.
Problem solving	• Identify and report any workplace hazards • Identify workplace problems and make contributions to their solution • Identify and apply health and safety issues relating to work in the wine industry • Apply knowledge of materials, product purpose and processes to work operations • Check performance of machines and equipment and identify signs of faulty operations • Monitor workplace activities and identify and report non-compliances.
Initiative and enterprise	• Provide feedback on procedures and processes • Gather and interpret information to support safe and efficient work • Ask questions regarding requirements and expectations • Make suggestions for continuous improvement • Inspect quality of work on an ongoing basis • Record basic information on the quality and other indicators of work outcomes.

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Planning and organising	- Identify work requirements and work load priorities - Plan work activities to meet daily work requirements - Direct items to the correct area for further processing - Identify and use relevant personal protective equipment - Organise work area to maintain housekeeping standards - Select and organise relevant equipment and tools - Identify and report issues affecting ability to meet work outcomes,
Self-management	- Understand own work activities - Identify personal responsibilities - Accept responsibility for quality of own work - Participate in OHS practices - Apply food safety practices - Plan to meet required work outcomes of self and team - Monitor own work - Maintain own work efficiency - Keep the work area clean and tidy at all times.
Learning	- Assess own competencies in meeting job requirements - Listen to feedback and advice of supervisors - Identify own skill requirements and seek skill development if required - Attend training or skill development activities - Ask questions to expand own knowledge.
Technology	- Use work tools, machines and equipment safely and effectively - Perform minor maintenance on machinery in accordance with workplace practice - Use manual handling technologies in the workplace.

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Packaging Rules

This Qualification requires the achievement of **seventeen (17)** Units of Competency in accordance with the following rules.

- **Five (5)** core Units of Competency
- **Twelve (12)** elective Units of Competency.

Elective selection must include:

- **Five (5)** Group A Wine specialist elective Units
- **Four (4)** Group B Wine specialist elective Units.

Elective Units from Group A and Group B may be a combination of Units selected from any of the wine industry operational Unit areas listed below:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory
- warehousing
- wine grape growing.

Three (3) remaining elective Units may be selected from:

- Group A Wine specialist elective Units, not previously selected
- Group B Wine specialist elective Units, not previously selected
- Group C General elective Units, listed below
- A maximum of three (3) Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate II level, Certificate I level (maximum 1 Unit) and Certificate III level (maximum 1 Unit).

Prerequisite Units

Units marked with an asterisk (*) require completion of prerequisite Units identified under the Unit. Prerequisite Units count towards the total Units required for the Qualification.

CORE UNITS

- Complete the following five (5) Units.

FDFFS2001A	Implement the food safety program and procedures
FDFOHS2001A	Participate in OHS processes
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information

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MSAENV272B	Participate in environmentally sustainable work practices

ELECTIVE UNITS

- Select a total of **twelve (12)** elective Units from the following groups.

Elective Units may be selected from one specialist wine industry operational Unit area or from multiple Unit areas.

GROUP A: Wine specialist elective Units

- Select a minimum of five (5) Units.

Bottling and packaging

FDFBP2001A	Operate the bottle supply process
FDFBP2002A	Operate the carton erection process
FDFBP2003A	Operate the carton packing process
FDFBP2005A	Operate the electronic coding process
FDFBP2009A	Operate the bottle capsuling process
FDFBP2010A	Operate manual bottling and packaging processes
FDFLAB2003A	Perform basic packaging tests and inspections* *FDFLAB2011A Use basic laboratory equipment*
FDFOP2004A	Clean and sanitise equipment

Cellar door sales

BSBCUS201B	Deliver a service to customers
SIRXCCS201	Apply point-of-sale handling procedures
SIRXMER201	Merchandise products
SIRXRSK001A	Minimise theft
SITHCCC001B	Organise and prepare food *SITXOHS002A Follow workplace hygiene procedures*
SITHFAB003A	Serve food and beverage to customers* *SITXOHS002A Follow workplace hygiene procedures*

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SITHFAB004A	Provide food and beverage service* *SITHFAB003A Serve food and beverage to customers* *SITXOHS002A Follow workplace hygiene procedures*
SITHFAB009A	Provide responsible service of alcohol
SITHFAB011A	Develop and update food and beverage knowledge
SITHFAB012B	Prepare and serve espresso coffee
SITTIND001B	Develop and update tourism industry knowledge
SITXCCS001B	Provide visitor information
SITXFIN001A	Process financial transactions
SITXOHS002A	Follow workplace hygiene procedures

Cellar operations

FDFCEL2001A	Perform oak handling activities* *FDFCEL2018A Carry out inert gas handling operations* *FDFCEL2019A Carry out transfer operations*
FDFCEL2003A	Operate the ion exchange process* *FDFCEL2019A Carry out transfer operations*
FDFCEL2004A	Perform single column lees stripping (continuous still brandy) operations* *FDFOP2004A Clean and sanitise equipment* *FDFOP2013A Apply sampling procedures* *MSL973001A Perform basic tests*
FDFCEL2009A	Perform first distillation (pot still brandy) operations* *FDFOP2013A Apply sampling procedures* *MSL973001A Perform basic tests*
FDFCEL2011A	Perform heat exchange operations
FDFCEL2015A	Perform must draining operations* *FDFCEL2019A Carry out transfer operations*
FDFCEL2016A	Operate the crushing process* *FDFCEL2019A Carry out transfer operations*

FDFCEL2017A	Prepare and make additions and finings
FDFCEL2018A	Carry out inert gas handling operations
FDFCEL2019A	Carry out transfer operations
FDFCEL2020A	Prepare and wax tanks

Laboratory

FDFLAB2011A	Use basic laboratory equipment
MSL912001A	Work within a laboratory_field workplace (induction)
MSL922001A	Record and present data
MSL933001A	Maintain the laboratory_field workplace fit for purpose
MSL943002A	Participate in laboratory_field workplace safety
MSL952001A	Collect routine site samples
MSL952002A	Handle and transport samples or equipment
MSL972001A	Conduct routine site measurements

Warehousing

TLIA2011A	Package goods
TLIA2012A	Pick and process orders
TLIA2022A	Participate in stocktakes
TLID1001A	Shift materials safely using manual handling methods
TLID2004A	Load and unload goods/cargo
TLID2010A	Operate a forklift
TLIK2010A	Use infotechnology devices in the workplace

Wine grape growing

| FDFWGG2001A | Bench graft vines |
| FDFWGG2002A | Carry out potting operations |

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FDFWGG2003A	Hand prune vines
FDFWGG2004A	Undertake irrigation systems maintenance activities
FDFWGG2008A	Train vines
FDFWGG2011A	Install irrigation components
FDFWGG2013A	Deliver injection requirements
FDFWGG2015A	Support mechanical harvesting operations* *AHCMOM202A Operate tractors* *FDFWGG2018A Operate vineyard equipment*
FDFWGG2019A	Perform vertebrate pest control activities
FDFWGG2021A	Operate nursery cold storage facilities
FDFWGG2022A	Take and process vine cuttings
FDFWGG2023A	Carry out basic canopy maintenance
FDFWGG2024A	Pick grapes by hand
FDFWGG2025A	Plant vines by hand
AHCCHM101A	Follow basic chemical safety rules
AHCCHM201A	Apply chemicals under supervision
AHCSOL201A	Determine basic properties of soil and/or growing media

GROUP B: Wine specialist elective Units

- Select a minimum of **four (4)** Units.

Bottling and packaging

FDFBP2004A	Operate the bottle sealing process
FDFBP2006A	Operate traditional sparkling wine processes
FDFBP2007A	Operate the tirage and transfer process
FDFBP2008A	Perform packaging equipment changeover
FDFBP2011A	Operate the palletising process

       Administrator

FDFOP2003A	Clean equipment in place
FDFOP2011A	Conduct routine maintenance
FDFOP2030A	Operate a process control interface

Cellar door sales

FDFCD2001A	Conduct winery and or site tours* *FDFCD2002A Promote wine tourism information* *SIRXCCS202 Interact with customers*
FDFCD2002A	Promote wine tourism information* *SIRXCCS202 Interact with customers*
FDFCD2003A	Evaluate wines (standard)
FDFCD2004A	Perform cellar door stock control procedure* *FDFCD2003A Evaluate wines (standard)*
FDFCD2005A	Sell cellar door products and services* *FDFCD2003A Evaluate wines (standard)* *SIRXCCS202 Interact with customers* *SITHFAB009A Provide responsible service of alcohol*
FDFCD2006A	Conduct a standard product tasting* *FDFCD2003A Evaluate wines (standard)* *SIRXCCS202 Interact with customers* *SITHFAB009A Provide responsible service of alcohol*
SIRXCCS202	Interact with customers
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXICT303	Operate retail information technology systems

Cellar operations

FDFCEL2002A	Perform fermentation operations* *FDFCEL2017A Prepare and make additions and finings*
FDFCEL2005A	Operate the pressing process*

     Administrator

	FDFCEL2019A Carry out transfer operations
FDFCEL2006A	Operate clarification by separation (centrifugation) process* *FDFCEL2018A Carry out inert gas handling operations* *FDFCEL2019A Carry out transfer operations*
FDFCEL2007A	Prepare and monitor wine cultures * *FDFCEL2019A Carry out transfer operations*
FDFCEL2008A	Perform dual column distillation (continuous still brandy) operations* *FDFCEL2004A Perform single column lees stripping (continuous still brandy) operations* * *FDFOP2004A Clean and sanitise equipment* *FDFOP2013A Apply sampling procedures* *MSL973001A Perform basic tests* *FDFCEL2012A Handle spirits* * *FDFCEL2019A Carry out transfer operations*
FDFCEL2010A	Operate the fine filtration process
FDFCEL2012A	Handle spirits* *FDFCEL2019A Carry out transfer operations*
FDFCEL2013A	Operate the pressure leaf filtration process* *FDFCEL2018A Carry out inert gas handling operations* *FDFCEL2019A Carry out transfer operations*
FDFCEL2014A	Operate the rotary vacuum filtration process* *FDFCEL2018A Carry out inert gas handling operations* *FDFCEL2019A Carry out transfer operations*
FDFCEL3001A	Perform second distillation (pot still brandy) operations* *FDFOP2013A Apply sampling procedures* *MSL973001A Perform basic tests*

Laboratory

FDFLAB2001A	Perform basic analytical tests* *FDFLAB2011A Use basic laboratory equipment*
FDFLAB2002A	Perform basic microbiological tests*

       Administrator

	FDFLAB2012A Maintain aseptic environment
	FDFLAB2011A Use basic laboratory equipment
FDFLAB2004A	Prepare laboratory solutions and stains*
	FDFLAB2011A Use basic laboratory equipment
FDFLAB2005A	Prepare and pour culture media*
	FDFLAB2012A Maintain aseptic environment
	FDFLAB2011A Use basic laboratory equipment
FDFLAB2006A	Record laboratory data
FDFLAB2007A	Standardise laboratory solutions*
	FDFLAB2011A Use basic laboratory equipment
FDFLAB2008A	Analyse laboratory data*
	FDFLAB2006A Record laboratory data
FDFLAB2010A	Prepare product or show samples*
	FDFLAB2011A Use basic laboratory equipment
FDFLAB2012A	Maintain aseptic environment*
	FDFLAB2011A Use basic laboratory equipment

Warehousing

TLIA2009A	Complete and check import/export documentation
TLIA2021A	Despatch stock
TLIA3017A	Identify products and store to specifications
TLIA3038A	Control and order stock
TLIA3039A	Receive and store stock
TLIB2009A	Check conveyor operational status
TLID1002A	Shift a load using manually-operated equipment
TLID2003A	Handle dangerous goods/hazardous substances
TLID2022A	Conduct weighbridge operations
TLIP2029A	Prepare and process financial documents

       Administrator

Wine grape growing

FDFWGG2005A	Maintain callusing environment
FDFWGG2006A	Obtain and process rootlings
FDFWGG2007A	Tend containerised nursery plants
FDFWGG2009A	Operate specialised canopy management equipment* *AHCMOM202A Operate tractors*
FDFWGG2010A	Field graft vines
FDFWGG2012A	Identify and treat nursery plant disorders
FDFWGG2014A	Operate the irrigation system
FDFWGG2016A	Install and maintain vine trellis
FDFWGG2017A	Recognise disorders and identify pests and diseases
FDFWGG2018A	Operate vineyard equipment
FDFWGG2020A	Carry out hot water treatment
FDFWGG3013A	Operate spreading and seeding equipment* *AHCMOM202A Operate tractors*
AHCARB205A	Operate and maintain chainsaws
AHCCHM303A	Prepare and apply chemicals
AHCCHM304A	Transport, handle and store chemicals
AHCMOM202A	Operate tractors
HLTFA301C	Apply first aid

GROUP C: General elective Units

- Select a maximum of three (3) Units.

FDFOP1003A	Carry out manual handling tasks
FDFOP2005A	Work in a socially diverse environment
FDFOP2013A	Apply sampling procedures

Administrator

FDFOP2016A	Work in a food handling area for non-food handlers
FDFOP2061A	Use numerical applications in the workplace
FDFOP2065A	Work in confined spaces in the food and beverage industries* *FDFOHS2001A Participate in OHS processes*
FDFPPL2001A	Participate in work teams and groups
FDFSUG218A	Operate a boiler - basic
FDFSUG222A	Operate a waste water treatment system
FDFWIN2001A	Perform effectively in a wine industry workplace
FDFWIN2002A	Identify and control risks in own work
AHCINF204A	Fabricate and repair metal or plastic structures
BSBITU201A	Produce simple word processed documents
BSBWOR204A	Use business technology
MEM18002B	Use power tools/hand held operations
MSACMT270A	Use sustainable energy practices
MSL973001A	Perform basic tests
MSS402002A	Sustain process improvements
MSS402010A	Manage the impact of change on own work
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

Administrator

MSS402080A	Undertake root cause analysis
MSS402081A	Contribute to the application of a proactive maintenance strategy
SITXCOM001A	Work with colleagues and customers

       Administrator

FDF20510 Certificate II in Retail Baking Assistance

Modification History

September 2012: Replacement of superseded imported Units.
November 2011: Update to imported Units, minor edits.

Description

This Qualification covers the retail baking specialisation within the food processing industry.

Job Roles
The Certificate II in Retail Baking Assistance targets those working within a retail baking environments undertaking non-trade related work or working as a trade assistant. This Qualification is designed for application in supervised environments where the work is primarily predictable with some basic problem solving requirements. Typically this role would include some predetermined, routine baking functions with customer service and general preparation and cleaning skills.

Additional Qualification advice
Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Some Units imported into this Qualification from the SIR07 Retail Services and SIT07 Tourism, Hospitality and Events Training Packages require prerequisite Units in hygiene and food safety from the source Training Packages. These prerequisite Units have not been imported as they duplicate food safety Units already required as core skills within the Food Processing Training Package Qualifications. If selecting these Units, the RTO should facilitate recognition of the FDF Units as suitable prerequisite Unit alternatives.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Administrator

Pathways Information

Pathways into the Qualification

Pathways for candidates considering this Qualification include:

- FDF10111 Certificate I in Food Processing
- direct entry
- limited vocational training and/or work experience.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake FDF30510 Certificate III in Retail Baking (Cake and Pastry), FDF30610 Certificate III in Retail Baking (Bread) or FDF30710 Certificate III in Retail Baking (Combined).

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

Administrator

Employability Skills Summary

Certificate II in Retail Baking Assistance

The following table contains a summary of the employability skills as identified by the retail baking industries 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 that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this Qualification include:
Communication	• Complete work forms and required written documentation. • Use communication and information technologies to support work operations. • Demonstrate effective and appropriate interpersonal skills. • Interpret and apply workplace procedures and instructions. • Share workplace information. • Communicate information about problems with work. • Communicate information relating to OHS.
Teamwork	• Work as part of a team. • Provide assistance to others in the work area. • Identify own role and responsibilities within a team. • Identify team goals. • Share work-related information. • Maintain health and safety of work area for self and others.
Problem-solving	• Identify and report any workplace hazards. • Identify workplace problems and make contributions to their solution. • Identify health and safety issues relating to work in the retail baking industry. • Apply food safety procedures. • Apply knowledge of materials, product purpose and processes to work operations. • Check performance of machines and equipment and identify signs of faulty operations. • Monitor workplace activities and identify and report non-compliances.
Initiative and enterprise	• Provide feedback on procedures and processes. • Gather and interpret information to support safe and efficient work. • Ask questions regarding requirements and expectations. • Make suggestions for continuous improvement. • Inspect quality of work on an ongoing basis. • Record basic information on the quality and other indicators of work outcomes.

Administrator

Planning and organising	• Identify work requirements and work load priorities. • Plan work activities to meet daily work requirements. • Direct items to the correct area for further processing. • Identify and use relevant personal protective equipment. • Organise work area to maintain housekeeping standards. • Select and organise relevant equipment and tools. • Identify and report issues affecting ability to meet work outcomes.
Self-management	• Understand own work activities. • Identify personal responsibilities. • Accept responsibility for quality of own work. • Follow OHS and food safety practices. • Plan to meet required work outcomes of self and team. • Monitor own work. • Maintain own work efficiency. • Keep the work area clean and tidy at all times.
Learning	• Assess own competencies in meeting job requirements. • Listen to feedback and advice of supervisors. • Identify own skill requirements and seek skill development if required. • Attend training or skill development activities. • Ask questions to expand own knowledge.
Technology	• Use work tools, machines and equipment safely and effectively. • Perform minor maintenance on machinery in accordance with workplace practice. • Use manual handling technologies in the workplace.

Administrator

Packaging Rules

This Qualification requires the achievement of **thirteen** (**13**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of eight (**8**) **Units coded FDF**.

Eight (**8**) **Core Units**
Five (**5**) **Elective Units**

Elective selection must include:

- Three (3) Group A elective Units

Two (**2**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Units from this Training Package, any other nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 Unit) Certificate II level, and Certificate III level (maximum 1 Unit)

NOTE: Units marked with an asterisk (*) require completion of prerequisite Unit/s which is identified under the Unit.

CORE UNITS

Complete all eight (8) core Units.

FDFFS2001A	Implement the food safety program and procedures
FDFOHS2001A	Participate in OHS processes
FDFOP2061A	Use numerical applications in the workplace
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
FDFRB2004A	Provide production assistance for bread products
FDFRB2005A	Provide assistance in cake, pastry and biscuit production
MSAENV272B	Participate in environmentally sustainable work practices

GROUP A

Select a minimum of three (3) Group A Units. At least two (2) Units must start with the code FDFRB or FDFBK.

| FDFBK2001A | Operate a cooling and slicing process |
| FDFBK2002A | Operate a pastry forming and filling process |

FDFBK2005A	Operate a doughnut making process
FDFBK2006A	Operate a griddle production process
FDFBK2007A	Operate a pastry production process
FDFOP1003A	Carry out manual handling tasks
FDFOP2003A	Clean equipment in place
FDFOP2004A	Clean and sanitise equipment
FDFOP2005A	Work in a socially diverse environment
FDFOP2011A	Conduct routine maintenance
FDFOP2022A	Operate a high speed wrapping process
FDFPPL2001A	Participate in work teams and groups
FDFRB1001A	Finish products
FDFRB2001A	Form and fill pastry products
FDFRB2002A	Prepare fillings
FDFRB2003A	Produce meringue-based products
HLTFA301C	Apply first aid
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXFIN002A	Perform retail finance duties
SIRXMER201	Merchandise products
SIRRMER004A	Prepare and display bakery products* *SIRRFSA001A Apply retail food safety practices*
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services
SITHFAB012B	Prepare and serve espresso coffee

Administrator

FDF20911 Certificate II in Food Processing (Sales)

Modification History

This Qualification supersedes and is equivalent to FDF20910 Certificate II in Food Processing (Sales).
September 2012: Replacement of superseded imported Units.
April 2012: Update of imported SUG Units to new FDFSUG Units. Minor typographical corrections.
November 2011: Update to imported Units, including one non-equivalent Unit. Minor edits.

Description

This Qualification covers the sales specialisations within the food processing industry.

Job Roles
The Certificate II in Food Processing (Sales) targets those assisting in a sales capacity within a manufacturing or retail food processing environment. This Qualification is designed for application in supervised environments where the work is predictable with some basic problem solving requirements.

Additional Qualification advice
Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Some Units imported into this Qualification from the SIR07 Retail Services Training Package require a prerequisite Unit in food safety from the source Training Package. This prerequisite Unit has not been imported as it duplicates food safety Units already required as core skills within the Food Processing Training Package Qualifications. If selecting this Unit, the RTO should facilitate recognition of the FDF Units as a suitable prerequisite Unit alternative.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Administrator

Pathways Information

Pathways into the Qualification

Pathways for candidates considering this Qualification include:

- Certificate I in Food Processing
- direct entry
- limited vocational training and/or work experience.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake the FDF30910 Certificate III in Food Processing (Sales) with an industry specialisation according to the needs of the enterprise and higher level job functions, or any other suitable Qualification.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. However, an individual Unit of Competency may specify relevant licensing, legislative and/or regulatory requirements. In addition, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

Entry Requirements

Not applicable.

Employability Skills Summary

Certificate II in Food Processing (**Sales**)

The following table contains a summary of the employability skills as identified by the Food Processing industries 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 that reflect skill requirements for this level.

Employability Skill	**Industry**/**enterprise requirements for this Qualification include**:
Communication	• Complete work forms and required written documentation. • Use communication and information technologies to support work operations. • Demonstrate effective and appropriate interpersonal skills to assess customer needs. • Interpret and apply workplace procedures and instructions. • Share workplace information. • Communicate information about problems with work. • Communicate information relating to OHS. • Establish rapport with customers and identify and use suitable communication mediums.
Teamwork	• Work as part of a team. • Provide assistance to others in the work area. • Identify own role and responsibilities within a team. • Identify team goals. • Share work-related information. • Maintain health and safety of work area for self and others. • Understand and communicate team processes that impact on product availability.
Problem-solving	• Identify and report any workplace hazards. • Identify workplace problems and make contributions to their solution. • Identify health and safety issues relating to work in the food industry. • Identify customer requirements and suitable service options. • Provide product and service advice to customers. • Apply knowledge of materials, product purpose and processes to work operations.
Initiative and enterprise	• Provide feedback on procedures and processes. • Gather and interpret information to support safe and efficient work. • Ask questions regarding customer requirements and expectations.

	- Make suggestions for continuous improvement. - Inspect quality of outcomes on an ongoing basis. - Seek to resolve customer issues.
Planning and organising	- Identify order priorities. - Plan work activities to meet daily work requirements. - Organise work area to maintain housekeeping standards. - Identify and report issues affecting ability to meet work outcomes. - Complete customer order information.
Self-management	- Understand own work activities. - Identify personal responsibilities. - Accept responsibility for quality of own work. - Follow OHS and food safety practices. - Plan to meet required work outcomes. - Monitor own work. - Maintain own work efficiency. - Keep the work area clean and tidy at all times. - Check accuracy of own documented information.
Learning	- Assess own competencies in meeting job requirements. - Listen to feedback and advice of supervisors. - Identify own skill requirements and seek skill development if required. - Attend training or skill development activities. - Ask questions to expand own knowledge. - Seek information to supply to customers.
Technology	- Use appropriate tools, machines and equipment safely and effectively. - Use information and communication technologies. - Understand production processes.

  Administrator

Packaging Rules

This Qualification requires the achievement of **thirteen** (**13**) Units of Competency in accordance with the following rules.

Total Units must include a minimum of eight (**8**) **Units coded FDF**.

Six (**6**) **Core Units**
Seven (**7**) **Elective Units**

Elective selection must include:

- Two (2) Group A elective Units
- Two (2) Group B Specialist and Cross Sector elective Units

Three (**3**) **remaining elective Units may be selected from**:

- Group A elective Units below, not previously selected
- Group B elective Units below, not previously selected
- Group C elective Units
- Units from this Training Package, any other nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 Unit), Certificate II level (maximum 2 Units) and Certificate III level (maximum 1 Unit)

NOTE 1: Units packaged at Certificate III in Retail Baking or Plant Baking cannot be included within the Certificate II in Food Processing (Sales).

NOTE 2: Units marked with an asterisk (*) require completion of prerequisite Unit/s identified under the Unit.

CORE UNITS

Complete the following six (6) Units.

FDFFS2001A	Implement the food safety program and procedures #
FDFOHS2001A	Participate in OHS processes
FDFOP2061A	Use numerical applications in the workplace
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
MSAENV272B	Participate in environmentally sustainable work practices

In the case where this Qualification is to be applied in a work environment where food is processed for non-human consumption such as pet food and stock feed or other situations where human food safety skills are not required, then this Unit may be replaced by **FDFOP2062A Apply work procedures to maintain integrity of product**.

ELECTIVE UNITS

　　　　　Administrator

Group A

SIRRMER004A	Prepare and display bakery products* *SIRRFSA001A Apply retail food safety practices*
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXFIN002A	Perform retail finance duties
SIRXMER201	Merchandise products
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services

Select a minimum of two (2) Group A elective Units.

Group B

Sector Specialist Units	
Baking	
FDFBK2001A	Operate a cooling and slicing process
FDFBK2002A	Operate a pastry forming and filling process
FDFBK2003A	Manufacture rye crisp breads
FDFBK2004A	Manufacture wafer products
FDFBK2005A	Operate a doughnut making process
FDFBK2006A	Operate a griddle production process
FDFBK2007A	Operate a pastry production process
FDFOP2024A	Operate a cooling, slicing and wrapping process
FDFOP2055A	Freeze dough
Beverages	
FDFBV2001A	Operate a deaeration, mixing and carbonation process
FDFBV2002A	Manufacture coffee (roast and ground)
FDFBV2003A	Operate an ice manufacturing process
Confectionery	
FDFCON2001A	Examine raw ingredients used in confectionery
FDFCON2002A	Operate a boiled confectionery process
FDFCON2003A	Operate a chocolate conching process
FDFCON2004A	Operate a chocolate depositing or moulding process

Administrator

FDFCON2005A	Operate a confectionery depositing process
FDFCON2006A	Operate a granulation and compression process
FDFCON2007A	Operate a panning process
FDFCON2008A	Operate a chocolate refining process
FDFCON2009A	Operate a starch moulding process

Dairy processing

FDFDP2001A	Operate a butter churning process
FDFDP2002A	Operate a butter oil process* *FDFOP2043A Operate an homogenisation process OR* *FDFDP2001A Operate a butter churning process*
FDFDP2003A	Operate a curd production and cutting process
FDFDP2004A	Operate a cooling and hardening process
FDFDP2005A	Operate a cheese pressing and moulding process
FDFDP2006A	Operate a fermentation process

Fruit and vegetables

| FDFFV2001A | Apply hydro-cooling process to fresh produce |

Grain processing

FDFGR2001A	Operate a liquid, mash or block stockfeed process
FDFGR2002A	Understand mill operations and technologies
FDFGR2003A	Operate a grain conditioning process
FDFGR2004A	Operate a grain cleaning process
FDFGR2005A	Operate a purification process
FDFGR2006A	Operate a scalping and grading process
FDFGR2007A	Operate a scratch and sizing process
FDFGR2008A	Operate a break roll process
FDFGR2009A	Operate a pelleting process
FDFGR2010A	Handle grain in a storage area
AHCBAC204A	Prepare grain storages
TLIJ2003A	Apply grain protection measures
TLIJ2004A	Implement grain monitoring measures

Grocery products and supplies

Administrator

FDFGPS2001A	Operate a bleaching process
FDFGPS2002A	Operate a complecting process
FDFGPS2003A	Operate a deodorising process
FDFGPS2004A	Operate a flake preparation process
FDFGPS2005A	Operate a fractionation process
FDFGPS2006A	Operate a hydrogenation process
FDFGPS2007A	Operate an interesterification process
FDFGPS2008A	Operate a neutralisation process
FDFGPS2009A	Operate a soap splitting process
FDFGPS2010A	Operate a winterisation process
FDFGPS2011A	Operate a creamed honey manufacture process
Poultry	
FDFPO2001A	Operate a dicing, stripping or mincing process
FDFPO2002A	Operate an evisceration process
FDFPO2003A	Grade carcass
FDFPO2004A	Harvest edible offal
FDFPO2005A	Operate a marinade injecting process
FDFPO2006A	Operate a washing and chilling process
FDFPO2007A	Operate the bird receival and hanging process
FDFPO2008A	Operate a stunning, killing and defeathering process
FDFPO2009A	Work in an egg grading floor
FDFPO2010A	Operate egg grading and packing floor equipment* *FDFPO2009A Work in an egg grading floor*
MTMP2006B	Apply animal welfare and handling requirements
MTMP2197C	Clean after operations – boning room

Cross Sector Units	
FDFOP2001A	Work effectively in the food processing industry
FDFOP2002A	Inspect and sort materials and product
FDFOP2003A	Clean equipment in place
FDFOP2004A	Clean and sanitise equipment
FDFOP2006A	Operate a bulk dry goods transfer process

Cross Sector Units	
FDFOP2007A	Work in a freezer storage area
FDFOP2008A	Operate a bulk liquid transfer process
FDFOP2009A	Load and unload tankers
FDFOP2010A	Work with temperature controlled stock
FDFOP2011A	Conduct routine maintenance
FDFOP2012A	Maintain food safety when loading, unloading and transporting food
FDFOP2013A	Apply sampling procedures
FDFOP2014A	Participate in sensory analyses
FDFOP2016A	Work in a food handling area for non-food handlers
FDFOP2017A	Operate a blending, sieving and bagging process
FDFOP2018A	Operate a case packing process
FDFOP2019A	Fill and close product in cans
FDFOP2020A	Operate a form, fill and seal process
FDFOP2021A	Operate a fill and seal process
FDFOP2022A	Operate a high speed wrapping process
FDFOP2023A	Operate a packaging process
FDFOP2025A	Manufacture extruded and toasted products
FDFOP2026A	Operate a forming or shaping process
FDFOP2027A	Dispense non-bulk ingredients
FDFOP2028A	Operate a mixing or blending process
FDFOP2029A	Operate a baking process
FDFOP2030A	Operate a process control interface
FDFOP2031A	Operate a coating application process
FDFOP2032A	Work in a clean room environment * *FDFFS2001A Implement the food safety program and procedures OR* *FDFPH2001A Apply Good Manufacturing Practice procedures*
FDFOP2033A	Operate a depositing process
FDFOP2034A	Operate an evaporation process
FDFOP2035A	Operate an enrobing process

　　　　　　　　Administrator

Cross Sector Units	
FDFOP2036A	Operate an extrusion process
FDFOP2037A	Operate a filtration process
FDFOP2038A	Operate a grinding process
FDFOP2039A	Operate a frying process
FDFOP2040A	Operate a heat treatment process
FDFOP2041A	Operate a mixing or blending and cooking process
FDFOP2042A	Operate a drying process
FDFOP2043A	Operate an homogenising process
FDFOP2044A	Operate a retort process
FDFOP2045A	Operate pumping equipment
FDFOP2046A	Operate a production process
FDFOP2047A	Operate a portion saw
FDFOP2048A	Pre-process raw materials
FDFOP2049A	Operate a reduction process
FDFOP2050A	Operate a separation process
FDFOP2051A	Operate a spreads production process
FDFOP2052A	Operate a chocolate tempering process
FDFOP2053A	Operate a washing and drying process
FDFOP2054A	Operate a water purification process
FDFOP2056A	Operate a freezing process
FDFOP2057A	Operate a membrane process
FDFOP2058A	Operate a holding and storage process
FDFOP2059A	Operate a continuous freezing process
FDFOP2060A	Operate an automated cutting process
FDFSUG218A	Operate a boiler - basic
FDFSUG222A	Operate a waste water treatment system
AHCWRK308A	Handle bulk materials in storage area
MSL973001A	Perform basic tests
MTMPSR203A	Sharpen knives
MTMPSR201C	Vacuum pack product
PMBPROD211B	Operate blow moulding equipment

Cross Sector Units	
PMBPROD270B	Operate injection blow moulding equipment
TLIA2009A	Complete and check import/export documentation
TLIA2021A	Despatch stock
TLIA4025A	Regulate temperature controlled stock
TLID2003A	Handle dangerous goods/hazardous substances
TLID2004A	Load and unload goods/cargo

Select a minimum of two (2) Group B Specialist and Cross Sector Units.

GROUP C

FDFOP1003A	Carry out manual handling tasks
FDFOP2005A	Work in a socially diverse environment
FDFOP2015A	Apply principles of statistical process control* *FDFOP2061A Use numerical applications in the workplace*
FDFPPL2001A	Participate in work teams and groups
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBWOR204A	Use business technology
HLTFA201B	Provide basic emergency life support
MSS402010A	Manage the impact of change on own work
MSS402001A	Apply competitive systems and practices
MSS402002A	Sustain process improvements
MSS402021A	Apply Just in Time procedures
MSS402030A	Apply cost factors to work practices
MSACMT231A	Interpret product costs in terms of customer requirements
MSS402040A	Apply 5S procedures
MSS402050A	Monitor process capability
MSS402051A	Apply quality standards
MSACMT260A	Use planning software systems in manufacturing
MSS402060A	Use SCADA systems in operations
MSS402080A	Undertake root cause analysis
MSS402081A	Contribute to the application of a proactive maintenance strategy

Administrator

SITHFAB012B	Prepare and serve espresso coffee
TLIA2014A	Use product knowledge to complete work operations
TLID2010A	Operate a forklift
TLIK2010A	Use infotechnology devices in the workplace

Administrator

FDF21012 Certificate II in Sugar Milling Industry Operations

Modification History

This qualification has been derived from SUG20102 Certificate II in Sugar Milling. See Qualification Mapping Guide for notes on equivalence.

Description

Job Roles

This qualification covers work undertaken by sugar milling industry workers. These may include for example:

Sugar Processing

Sugar boiler assistant

Steam plant attendant

Low grade fugal operator

Laboratory worker

Diffuser attendant

Effet operator

High grade fugal operator

Engine driver in mills

Cane Supply Transport

Cane rail construction worker

Cane rail maintenance worker

Truck driver

Locomotive operator

Tamping machine operator

Weighbridge clerk

Forklift operator

Mill Services

Dogger

Rigger

Scaffolder

Assistant bridge carpenter

Mobile crane operator

Backhoe operator

Dozer/front-end loader operator

Additional Qualification Advice

Units selected from other Training Packages must be relevant to the work outcome, local

industry requirements and the qualification level.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

Pathways Information

Pathways into the Qualification

Pathways for candidates considering this qualification include completion of FDF11011 Certificate I in Sugar Milling Industry Operations or direct entry.

Pathways from the Qualification

After achieving this qualification, candidates may move into employment in the sugar milling industry and undertake the FDF31012 Certificate III in Sugar Milling Industry Operations or any other suitable qualification according to the needs of the enterprise and higher level job functions.

Australian Apprenticeships

This qualification is suitable for an Australian Apprenticeship.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace. There are elective Units available in this Qualification linked to the National Standard for Licensing Persons Performing High Risk Work. Refer to the host Training Package for details about the application of these Units and regulatory frameworks for their use.

Entry Requirements

There are no entry requirements for this qualification.

Administrator

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	- Complete work forms and required written documentation - Use communication and information technologies to support work operations - Demonstrate effective and appropriate interpersonal skills - Interpret and apply workplace procedures and instructions - Share workplace information - Communicate information about problems with work - Communicate information relating to OHS.
Teamwork	- Work as part of a team - Provide assistance to others in the work area - Identify own role and responsibilities within a team - Identify team goals - Share work related information - Maintain health and safety of work area for self and others.
Problem-solving	- Identify and report any workplace hazards - Identify workplace problems and make contributions to their solution - Identify and apply health and safety issues relating to work in the food industry - Apply knowledge of materials, product purpose and processes to work operations - Check performance of machines and equipment and identify signs of faulty operations - Monitor workplace activities and identify and report non-compliances.
Initiative and Enterprise	- Provide feedback on procedures and processes - Gather and interpret information to support safe and efficient work - Ask questions regarding requirements and expectations - Make suggestions for continuous improvement - Inspect quality of work on an ongoing basis - Record basic information on the quality and other indicators of work outcomes.
Planning and Organising	- Identify work requirements and work load priorities - Plan work activities to meet daily work requirements - Direct items to the correct area for further processing - Identify and use relevant personal protective equipment - Organise work area to maintain housekeeping standards

Administrator

	• Select and organise relevant equipment and tools • Identify and report issues affecting ability to meet work outcomes.
Self-management	• Understand own work activities • Identify personal responsibilities • Accept responsibility for quality of own work • Participate in OHS practices • Apply food safety practices • Plan to meet required work outcomes of self and team • Monitor own work • Maintain own work efficiency • Keep the work area clean and tidy at all times.
Learning	• Assess own competencies in meeting job requirements • Listen to feedback and advice of supervisors • Identify own skill requirements and seek skill development if required • Attend training or skill development activities • Ask questions to expand own knowledge.
Technology	• Use work tools, machines and equipment safely and effectively • Perform minor maintenance on machinery in accordance with workplace practice • Use manual handling technologies in the workplace.

Packaging Rules

Complete **sixteen (16)** units of competency comprised of:

- Three (3) Core Units
- Thirteen (13) Elective Units

Core Units

Complete all three (3) core units

Unit Code	Unit Title
FDFOHS2001A	Participate in OHS processes
FDFOP2064A	Provide and apply workplace information
MSAENV272B	Participate in environmentally sustainable work practices

Elective Units

- Select a minimum of **six** (6) units from Group A
- **Seven** (7) additional units can come from Group A and or/this or any other endorsed Training Package or accredited course at Certificate I, II, or III.
- Selected units must be relevant to job outcomes in the sugar milling industry.

Group A Units

Sector Specialist Units	
Rail Infrastructure	
FDFSUG201A	Lay sleepers for cane rail systems
FDFSUG202A	Lay rails for cane rail systems
FDFSUG203A	Lay skeleton track for cane rail systems
FDFSUG204A	Operate tamping equipment
FDFSUG205A	Construct turnouts * *FDFSUG202A Lay rails for cane rail systems*
AHCMOM207A	Conduct front end loader operations
RIICBM305A	Install pre-cast concrete bridge decks
RIIMPO319A	Conduct backhoe/loader operations
TLIC2041A	Operate self-propelled equipment on track

     Administrator

Rail Transport Operations	
FDFSUG206A	Drive a cane locomotive

Factory Operations	
FDFSUG207A	Conduct cane weighbridge operations
FDFSUG208A	Operate a tipping station
FDFSUG209A	Operate an extraction station
FDFSUG210A	Operate a juice clarification process
FDFSUG211A	Operate a mud filtration process
FDFSUG212A	Chemically clean equipment
FDFSUG213A	Operate a pans station
FDFSUG214A	Operate a low grade fugal station
FDFSUG215A	Operate a high grade fugal station
FDFSUG216A	Operate a crystalliser station process
FDFSUG217A	Operate a turbine
FDFSUG218A	Operate a boiler - basic
FDFSUG219A	Operate a bagasse fuel supply system
FDFSUG220A	Operate a coal fuel supply system
FDFSUG221A	Operate an ash separation system
FDFSUG222A	Operate a waste water treatment system
FDFSUG223A	Operate a cooling water system
FDFOP2030A	Operate a process control interface
FDFOP2034A	Operate an evaporation process

Laboratory	
FDFSUG224A	Perform standard tests on cane samples
FDFSUG225A	Collect and prepare samples

       Administrator

Factory Maintenance	
FDFSUG226A	Perform general drilling operations
FDFSUG227A	Perform general lathe operations
FDFSUG228A	Perform general milling operations
FDFSUG229A	Perform general planing and shaping operations
FDFSUG230A	Undertake forming, bending and shaping
FDFSUG231A	Undertake simple fabrication
AHCMOM203A	Operate basic machinery and equipment
AHCMOM204A	Undertake operational maintenance of machinery
CPCCDO3011A	Perform dogging* *CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry*
CPCCRI3012A	Perform basic rigging * *CPCCDO3011A Perform dogging*
CPCCSC2002A	Erect and dismantle basic scaffolding * *CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry*
RIIHAN305A	Operate gantry or overhead crane
TLID3035A	Operate a boom type elevating work platform
TLID3036A	Lift and move load using a mobile crane
TLILIC2001A	Licence to operate a forklift truck
General	
TLILIC2014A	Licence to drive light rigid vehicle
TLILIC2015A	Licence to drive medium rigid vehicle
TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)

Administrator

SIT20307 Certificate II in Hospitality (Kitchen Operations)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

The qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

Job roles

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

- preparing breakfast items
- preparing a range of fast food items
- preparing a range of non-alcoholic drinks
- preparing sandwiches
- preparing appetisers and salads
- preparing hot and cold desserts.

Possible job titles include:

- breakfast cook
- short order cook
- fast food 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
SIT20307 Certificate II in Hospitality (**Kitchen 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 assist with the coordination of customer's dining experience; interpreting verbal and written information on products and customer requirements; providing clear and accurate verbal and written information to colleagues in a culturally appropriate manner to ensure a positive outcome.
Teamwork	Working as a team member, taking instructions from others and understanding own role in servicing customer needs; supporting other team members to achieve quality service delivery of the product; respecting the cultural diversity of team members and seeking their assistance to service the culturally diverse needs of hospitality customers.
Problem solving	Thinking about problems that relate to own role in kitchen operations; avoiding problems by planning own day-to-day operational activities; clarifying the extent of problems and requesting assistance from team members and supervisors in resolving details; using predetermined policies and procedures to guide solutions to operational problems in the kitchen.
Initiative and enterprise	Identifying and discussing better ways to undertake operational activities in the kitchen and to manage safety risks by participating in group risk assessment activities.
Planning and organising	Collecting, analysing and organising information to allow for safe and efficient kitchen operations; using appropriate predetermined policies and procedures to guide such activities.

Administrator

Employability skill	Industry/enterprise requirements for this qualification include:
Self-management	Understanding and complying with the legal responsibilities that apply to own role in kitchen operations; knowing own job role and responsibilities in kitchen operations; seeking feedback and guidance from supervisors on success in kitchen operations.
Learning	Knowing the structure of networks within and sources of new information on the hospitality industry, in particular kitchen operations, to enable the sourcing of ongoing learning opportunities; proactively seeking and sharing information with colleagues on new hospitality products and services affecting kitchen operations.
Technology	Understanding the operating capability of and selecting and using technology that assists in kitchen operations; correctly using equipment to ensure personal safety in the workplace.

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 II in Hospitality (Kitchen Operations), 16 units must be completed:

- all 11 core units
- 5 elective units:
  - a minimum of 3 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

Administrator

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
SITHCCC027A	Prepare, cook and serve food for food service
SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

ELECTIVE UNITS

Client and Customer Service

SIRXCCS001A	Apply point-of-sale handling procedures

Administrator

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

SITHCCC029A   Prepare foods according to dietary and cultural needs

SITHCCC030A   Package prepared foodstuffs

SITHCCC031A   Operate a fast food outlet

SITHCCC032A   Apply cook-chill production processes

Communication and Teamwork

SITXCOM004A   Communicate on the telephone

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Food and Beverage

SITHFAB003A	Serve food and beverage to customers
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITHFAB012B	Prepare and serve espresso coffee

Food Safety

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

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

Administrator

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

Breakfast cook

SIRXCCS001A Apply point-of-sale handling procedures
SITHCCC007A Prepare sandwiches
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC031A Operate a fast food outlet
SITHFAB012B Prepare and serve espresso coffee

Short order cook in a cafe or small restaurant

SITHCCC006A Prepare appetisers and salads
SITHCCC007A Prepare sandwiches
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC013A Prepare hot and cold desserts
SITXCOM004A Communicate on the telephone

Cook in a fast food outlet

SIRXCCS001A Apply point-of-sale handling procedures
SITHCCC007A Prepare sandwiches
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC031A Operate a fast food outlet
SITHFAB010C Prepare and serve non-alcoholic beverages

Administrator

SIT20407 Certificate II in Hospitality (Asian Cookery)

Modification History

Not applicable.

Description

This qualification provides the skills and knowledge for an individual to be competent in a range of Asian kitchen functions and activities that require the application of a limited range of practical skills in a defined context. 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 work with some autonomy or in a team but usually under close supervision.

The qualification is suitable for an Australian apprenticeship pathway and for VET in Schools delivery.

Job roles

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

- producing appetisers, snacks, salads, soups, sauces, rice and noodles for Asian cuisines
- preparing a Japanese simmered, grilled, deep-fried and steamed dishes
- preparing Japanese one pot cookery.

Possible job titles include:

- short order cook
- 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
SIT20407 Certificate II 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 assist with the coordination of customer's Asian dining experience; interpreting verbal and written information on products and customer requirements; providing clear and accurate verbal and written information to colleagues in a culturally appropriate manner to ensure a positive outcome.
Teamwork	Working as a team member, taking instructions from others and understanding own role in servicing customer needs; supporting other team members to achieve quality service delivery of the product; respecting the cultural diversity of team members and seeking their assistance to service the culturally diverse needs of hospitality customers.
Problem solving	Thinking about problems that relate to own role in Asian kitchen operations; avoiding problems by planning own day-to-day operational activities; clarifying the extent of problems and requesting assistance from team members and supervisors in resolving details; using predetermined policies and procedures to guide solutions to operational problems in the kitchen.
Initiative and enterprise	Identifying and discussing better ways to undertake operational activities in the kitchen and to manage safety risks by participating in group risk assessment activities.
Planning and organising	Collecting, analysing and organising information to allow for safe and efficient Asian kitchen operations; using appropriate predetermined policies and procedures to guide such activities.

　　　　　　　　　　　　　　　　　　　　　Administrator

Employability skill	Industry/enterprise requirements for this qualification include:
Self-management	Understanding and complying with the legal responsibilities that apply to own role in Asian kitchen operations; knowing own job role and responsibilities in Asian kitchen operations; seeking feedback and guidance from supervisors on success in Asian kitchen operations.
Learning	Knowing the structure of networks within and sources of new information on the hospitality industry, in particular Asian kitchen operations, to enable the sourcing of ongoing learning opportunities; proactively seeking and sharing information with colleagues on new hospitality products and services affecting Asian kitchen operations.
Technology	Understanding the operating capability of and selecting and using technology that assists in Asian kitchen operations; correctly using equipment to ensure personal safety in the workplace.

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 II in Hospitality (Asian Cookery), 16 units must be completed:

- all 11 core units
- 5 elective units:
  - a minimum of 3 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

Administrator

requirements and the characteristics of this qualification.

CORE UNITS	
SITHASC001A	Use basic Asian methods of cookery
SITHASC027A	Prepare, cook and serve Asian food for food service
SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC003B	Receive and store kitchen supplies
SITHCCC004B	Clean and maintain kitchen premises
SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

ELECTIVE UNITS	
Asian 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
SITHASC016A	Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A	Prepare and produce Japanese one pot cookery

Commercial Cookery and Catering	
SITHCCC029A	Prepare foods according to dietary and cultural needs
SITHCCC030A	Package prepared foodstuffs
SITHCCC031A	Operate a fast food outlet

　　　　　　　　　　　　　　　　　　　Administrator

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

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

Administrator

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

Short order cook in an Asian restaurant
SITHASC002A Produce appetisers and snacks for Asian cuisines
SITHASC003A Prepare stocks and soups for Asian cuisines
SITHASC004A Prepare sauce, dips and accompaniments for Asian cuisines
SITHASC006A Prepare rice and noodles for Asian cuisines
SITHASC007A Prepare meat, poultry, seafood and vegetables for Asian cuisines
Cook in a Japanese restaurant
SITHASC003A Prepare stocks and soups for Asian cuisines
SITHASC004A Prepare sauce, dips and accompaniments for Asian cuisines
SITHASC005A Prepare salads for Asian cuisines
SITHASC016A Prepare and produce Japanese simmered, grilled, deep-fried and steamed dishes
SITHASC017A Prepare and produce Japanese one pot cookery

MTM10111 Certificate I in Meat Processing (Smallgoods)

Modification History

Release	TP Version	Comments
3	MTM11v3.1	Name change to core unit: *MTMCOR203A Apply Quality Assurance practices* is now *MTMCOR203B Comply with Quality Assurance and HACCP requirements*
2	MTM11v3	Updated equivalent imported Unit *HLTFA301B Apply first aid* to *HLTFA301C*
1	MTM11v1	Initial release

Administrator

Description

This qualification covers work activities undertaken by workers commencing entry-level work in smallgoods enterprises. It is 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:

- labourers requiring an induction.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior smallgoods skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM20211 Certificate II in Meat Processing (Smallgoods)
- MTM20411 Certificate II in Meat Processing (Food Services).
-

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	• listening and carrying out instructions • speaking clearly and directly with other personnel • using mathematical skills related to areas such as time, weights and portion size
Teamwork	• 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	• showing initiative in identifying problems, such as malfunctioning equipment, and ensuring appropriate steps are taken to notify the problem
Initiative and enterprise	• adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	• managing time and priorities, such as work times and production schedules
Self-management	• monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	• 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
Technology	• using technology, such as workplace machinery • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete eight units of competency in total.

- complete all five core units of competency
- complete three elective units of competency.

One elective unit may be selected from any Certificate I or II 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			
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		

Administrator

MTM10211 Certificate I in Meat Processing (Meat Retailing)

Modification History

Release	TP Version	Comments
3	MTM11v3	Updated equivalent imported Unit *PRMCL38A Clean a food handling area* to *CPPCLO3038A Clean food-handling areas*
		Updated equivalent imported Unit *HLTFA301B Apply first aid* to *HLTFA301C*
2	MTM11v1.1	Correction of typographical errors
1	MTM11v1	Initial release

Administrator

Description

This qualification covers work activities undertaken by workers commencing work in meat retailing enterprises. It is 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:

- butcher shop assistant
- meat department assistant.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior meat retailing skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM20311 Certificate II in Meat Processing (Meat Retailing)
- MTM20411 Certificate II in Meat Processing (Food Services)
- MTM30811 Certificate III in Meat Processing (Retail Butcher), with credit for applicable units already successfully completed.
-

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	• 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 • using mathematical skills in areas such as time, weights and portion size and tender
Teamwork	• working effectively as an individual as well as in a work team • working effectively with workers and customers from another country
Problem solving	• solving problems, such as malfunctioning equipment or OH&S issues individually or assisting other team members
Initiative and enterprise	• adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	• 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 • managing time and priorities, such as work times and customer order deadlines
Self-management	• taking responsibility for own work output
Learning	• being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of setting, such as through formal training or informally from other workers
Technology	• using technology, such as workplace machinery • applying OH&S requirements when using workplace

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	technology, such as knives

　　　　Administrator

Packaging Rules

Packaging Rules

Complete sixteen units of competency in total.

- complete five core units of competency
- complete eleven elective units of competency.

A maximum of two units can be selected from other Certificate I or II qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat retailing and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures	FDFOP2061A	Use numerical applications in the workplace
MTMCOR205A	Communicate in the workplace		
Elective units			
MTMCOR201A	Maintain personal equipment	MTMR107C	Process sales transactions
MTMPSR203A	Sharpen knives	MTMR108B	Undertake minor routine maintenance
MTMR101C	Identify species and meat cuts	MTMR109B	Monitor meat temperature from receival to sale
MTMR102C	Trim meat for further processing	MTMR203C	Select, weigh and package meat for sale
MTMR103C	Store meat product	HLTFA301C	Apply first aid

Administrator

MTMR104C	Prepare minced meat and minced meat products	CPPCLO3038A	Clean food-handling areas
MTMR106C	Provide service to customers		

Units with prerequisite units

Units with prerequisite units
The following units from this qualification contain prerequisite units.

Unit	Prerequisite unit
MTMR102C Trim meat for further processing	MTMPSR203A Sharpen knives
MTMR104C Prepare minced meat and minced meat products	MTMPSR203A Sharpen knives

Administrator

MTM20111 Certificate II in Meat Processing (Abattoirs)

Modification History

Release	TP Version	Comments
4	MTM11v4	Removed elective unit *MTMP2131C Prepare and despatch meat product orders* Replaced elective unit *MTMP2006B Apply animal welfare and handling requirements* with *MTMP2010A Apply animal welfare and handling requirements*
3	MTM11v3.1	Added elective unit *AHCLSK205A Handle livestock using basic techniques*
2	MTM11v3	Added elective units *CPPCLO3020A Clean using pressure washing* and *CPPCLO30306A Clean at high levels* Updated equivalent imported unit *PRMCL35B Maintain a cleaning storage area* to *CPPCLO2035A Maintain cleaning storage areas* Updated equivalent imported unit *HLTFA301B Apply first aid* to *HLTFA301C* Changed Description to clarify suitability for VET in Schools
1	MTM11v1	Initial release

Administrator

Description

This qualification covers work activities undertaken by workers commencing work in an abattoir.

This qualification **may be suitable** for use in a pre-vocational or VET in Schools program. However, schools will need to take into consideration the substantial amount of on-the-job training required in this qualification, as well as the risks associated with work in an abattoir, including:

* Q-fever and other zoontoic diseases
* the use of knives
* the demanding physical nature of some positions
* proximity to machinery
* use of automatic machinery.

Job roles

Job role titles covered by this qualification may include:

* stockyard or lairage labourer
* slaughter floor labourer
* carcase trimmer
* packer
* offal room labourer
* tripe room labourer
* loadout operator
* skin shed labourer
* fellmongerer
* by-products labourer
* meat processing cleaner
* field harvester of wild game
* livestock handler in lairage.
*

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

* by direct entry without prior meat processing 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 II in Meat Processing qualification, with credit for applicable units already successfully completed
* approved Skill Sets to gain expertise in specific skilled job roles
* MTM30111 Certificate III in Meat Processing (Boning Room)
* MTM30211 Certificate III in Meat Processing (Food Services)

- MTM30311 Certificate III in Meat Processing (Meat Safety)
- MTM30411 Certificate III in Meat Processing (Rendering)
- MTM30511 Certificate III in Meat Processing (Slaughtering)
- MTM30611 Certificate III in Meat Processing (General)
- MSL30109 Certificate III in Laboratory Skills.
-

Licensing/Regulatory Information

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

Entry Requirements

Not Applicable

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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	• listening and carrying out instructions • speaking clearly and directly with other personnel • sharing information with other workers, especially during changeover processes
Teamwork	• 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	• solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed
Initiative and enterprise	• adapting to new situations, such as changes to products/specifications or introduction of new equipment
Planning and organising	• managing time and priorities, such as work times and meeting production schedules
Self-management	• monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	• 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

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY		
	equipment changes	
Technology	•	using technology, such as workplace machinery
	•	applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of three elective units of competency, to a minimum value of twenty points.

Units with a value of up to fifteen points can be selected from a Certificate III in Meat Processing qualification in Slaughtering, Boning Room, Rendering, General or Meat Safety.

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

Qualification structure

Core units					
Identifying with the industry					
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
MTMCOR203A	Apply Quality Assurance practices	4	MTMCOR206A	Overview the meat industry	2
Elective units					
Handle animals					
MTMP2002C	Prepare animals for slaughter	4	MTMP2009B	Unload livestock	1
MTMP2004B	Feed race	1	MTMP2011C	Identify animals using electronic systems	2
MTMP2005B	Restrain animal	1	AHCLSK205A	Handle livestock using basic techniques	3
MTMP2010A	Apply animal welfare and handling requirements*	4	AHCLSK212A	Ride horses to carry out stock work	5

MTMP2007B	Perform emergency kill	2	AHCLSK324A	Care for and train working dogs	3
MTMP2008A	Assess, purchase and transport calves	5			

Prepare the carcase

MTMP2012C	Shackle animal	2	MTMP2023C	Remove brisket wool	1
MTMP2013C	Operate electrical stimulator	1	MTMP2024C	Prepare hide/pelt for removal	2
MTMP2014C	Remove head	1	MTMP2025B	Bag tail	1
MTMP2015C	Cut hocks	1	MTMP2026B	Remove and record tag	1
MTMP2016C	Mark brisket	1	MTMP2027B	Seal or drain urinary tract	1
MTMP2018C	Complete changeover operation	1	MTMP2028B	Singe carcase	1
MTMP2020C	Trim pig pre-evisceration	4	MTMP2029B	Shave carcase	1
MTMP2021C	Number carcase and head	1	MTMP2030B	Flush carcase	2
MTMP2022C	Punch pelts	2			

Operate mechanical aids

MTMP2031C	Operate scalding/de-hairing equipment	4	MTMP2043C	Operate sterivac equipment	2
MTMP2032C	Operate whizzard knife	2	MTMP2044B	De-rind meat cuts	2
MTMP2033C	Operate rise and fall platform	1	MTMP2045B	De-nude meat cuts	2
MTMP2034C	Operate vacuum blood collection process	2	MTMP2046B	Operate rib puller	1
MTMP2035C	Operate nose roller	2	MTMP2047B	Operate frenching	1

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				machine	
MTMP2036C	Operate pneumatic cutter	1	MTMP2048B	Operate cubing machine	1
MTMP2037C	Operate circular saw	1	MTMP2049B	Cure and corn product in a meat processing plant	2
MTMP2038C	Prepare carcase and equipment for hide/pelt puller	1	MTMP2050B	Operate head splitter	1
MTMP2039C	Operate tenderiser	1	MTMP2058B	Operate jaw breaker	1
MTMP2040C	Operate mincer	2	MTMPR201C	Prepare and operate bandsaw	2
MTMP2042C	Operate new technology or process	2	MTMSR201C	Prepare and slice meat cuts	1
Trim carcase					
MTMPSR203A	Sharpen knives	4	MTMP2054C	Inspect hindquarter and remove contamination	2
MTMP2051C	Trim neck	2	MTMP2055C	Inspect forequarter and remove contamination	2
MTMP2052C	Trim forequarter to specification	2	MTMP2057B	Remove spinal cord	2
MTMP2053C	Trim hindquarter to specification	2			
Despatch carcase from slaughter floor					
MTMP2061C	Grade carcase	8	MTMP2065C	Label and stamp carcase	2
MTMP2062C	Weigh carcase	2	MTMP2066C	Wash carcase	1
MTMP2063C	Operate semi-automatic tagging machine	4	MTMP2067B	Operate a decontamination unit	1

MTMP2064C	Measure fat	2	MTMP2068B	Remove tenderloin	2

Pack meat products

MTMP2071C	Inspect meat for defects	4	MTMP2075C	Pack meat products	6
MTMP2072C	Assemble and prepare cartons	2	MTMP2082C	Operate carton scales	2
MTMP2074C	Identify cuts and specifications	6			

Operate packaging machinery

MTMP2081C	Operate carton sealing machine	2	MTMPS203C	Operate scales and semi-automatic labelling machinery	8
MTMP2083C	Operate strapping machine	2	MTMPSR201C	Vacuum pack product	5
MTMP2084C	Operate carton-forming machine	2	MTMS206C	Package product using gas-flushing process	2
MTMP2085C	Operate automatic CL determination machine	2	MTMS208C	Operate metal detection unit	1
MTMP2086B	Operate bag forming equipment	1			

Dress head

MTMP2091C	Assess dentition	1	MTMP2094C	Bone head	4
MTMP2092C	Drop tongue	1	MTMP2095C	Remove cheek meat	2
MTMP2093C	Wash head	1	MTMP2096C	Bar head and remove cheek meat	2

Process offal

MTMP2116B	Process offal	6	MTMP2118B	Overview offal processing[*]	2

MTMP2117B	Process runners	6			

Perform tripe processing operations

MTMP2121C	Prepare and trim honeycomb	3	MTMP2125C	Process small stock tripe	2
MTMP2122C	Recover mountain chain	3	MTMP2126C	Process bibles	2
MTMP2123C	Further process tripe	3	MTMP2127B	Process maws	2
MTMP2124C	Trim processed tripe	2	MTMP2175C	Process paunch	4

Loadout product

MTMP2132C	Loadout meat product	4	MTMP2135C	Locate storage areas and product	2
MTMP2133C	Store carcase product	2	MTMP2136C	Complete re-pack operation	4
MTMP2134C	Store carton product	2	MTMP2137B	Bag carcase	1

Process offal on slaughter floor

MTMP2102C	Process thick skirts	1	MTMP2145C	Separate and tie runners	1
MTMP2115C	Process thin skirts	1	MTMP2147C	Recover thin skirts	2
MTMP2141C	Overview offal processing on slaughter floor*	2	MTMP2148B	Remove thick skirts	1
MTMP2143C	Separate offal	2	MTMP2149B	Remove flares	1
MTMP2144C	Trim offal fat	1	MTMP2150B	Recover offal	4

Process animal covering

MTMP2151C	Overview hide/pelt/skin processing*	2	MTMP2155C	Despatch hide or skin	4
MTMP2152C	Trim hide or skin	4	MTMP2156B	Treat hides chemically	2

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| MTMP2153C | Salt hide or skin | 4 | MTMP2157B | Chill/ice hides | 2 |
| MTMP2154C | Grade hide or skin | 6 | MTMP2158B | Crop pelts | 2 |

Operate fellmongering process

MTMP2161C	Overview fellmongering operations*	2	MTMP2165C	Perform sweating operation on fellmongered skins	3
MTMP2162C	Chemically treat skins for fellmongering process	2	MTMP2166C	Perform skin fleshing operation	3
MTMP2163C	Prepare chemicals for fellmongering process	3	MTMP2167C	Skirt and weigh fellmongered wool	2
MTMP2164C	Operate wool drier and press	3	MTMP2168B	Operate wool puller	3

Dispose of condemned carcase

| MTMP2171C | Dispose of condemned carcase* | 1 | MTMP2173C | Eviscerate condemned carcase | 2 |
| MTMP2172C | Skin condemned carcase | 4 | | | |

Process by-products

| MTMP2176C | Process slink by-products | 10 | MTMP2178B | Skin slinks | 2 |
| MTMP2177C | Process pet meat | 4 | MTMP2179B | Process blood | 2 |

Render product

MTMP2181C	Overview rendering process*	2	MTMP2185C	Operate waste recovery systems	3
MTMP2182C	Operate hogger	4	MTMP2186C	Pack and despatch rendered products	4
MTMP2183C	Operate blow line	4	MTMP2187C	Break down and bone	4

				carcase for pet meat or rendering	
MTMP2184C	Operate meat meal mill	4	MTMP2188C	Operate air filtration system	4

Clean work area

MTMP2192B	Clean carcase hanging equipment	4	MTMPS201C	Clean work area during operations	4

Clean after operations

MTMP2196C	Overview cleaning program*	2	MTMPS205C	Clean chillers	2
MTMP2193B	Clean amenities and grounds	2	CPPCLO3020A	Clean using pressure washing	1
MTMP2197C	Clean after operations - boning room	4	CPPCLO3036A	Clean at high levels	1
MTMP2198C	Clean after operations - slaughter floor	4	CPPCLO2035A	Maintain cleaning storage areas	2

Operate vehicle

MTMP2201C	Transport food	4	AHCMOM212A	Operate quad bikes	2
MTMPS206C	Operate forklift in a specific workplace	6	TLID3020A	Care for livestock in transit	6
AHCMOM202A	Operate tractors	2			

Maintain records

MTMPS204C	Maintain production records	10			

General

MTMPSR202B	Apply environmentally sustainable work practices	2	NWP262A	Monitor and report wastewater treatment processes	2

| HLTFA301C | Apply first aid | 2 | NWP263A | Operate and maintain wastewater treatment plant and equipment | 8 |
| NWP208A | Perform basic wastewater tests | 2 | | | |

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

Units with prerequisite units

The following units from this qualification contain prerequisite units

Unit	Prerequisite
MTMP2014C Remove head	MTMPSR203A Sharpen knives
MTMP2015C Cut hocks	MTMPSR203A Sharpen knives
MTMP2016C Mark brisket	MTMPSR203A Sharpen knives
MTMP2020C Trim pig pre-evisceration	MTMPSR203A Sharpen knives
MTMP2023C Remove brisket wool	MTMPSR203A Sharpen knives
MTMP2025B Bag tail	MTMPSR203A Sharpen knives
MTMP2029B Shave carcase	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMP2051C Trim neck	MTMPSR203A Sharpen knives
MTMP2052C Trim forequarter to specification	MTMPSR203A Sharpen knives
MTMP2053C Trim hindquarter to specification	MTMPSR203A Sharpen knives
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives

Administrator

Unit	Prerequisite
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2057B Remove spinal cord	MTMPSR203A Sharpen knives
MTMP2064C Measure fat	MTMPSR203A Sharpen knives
MTMP2068B Remove tenderloin	MTMPSR203A Sharpen knives
MTMP2092C Drop tongue	MTMPSR203A Sharpen knives
MTMP2094C Bone head	MTMPSR203A Sharpen knives
MTMP2095C Remove cheek meat	MTMPSR203A Sharpen knives
MTMP2096C Bar head and remove cheek meat	MTMPSR203A Sharpen knives
MTMP2116B Process offal	MTMPSR203A Sharpen knives
MTMP2117B Process runners	MTMPSR203A Sharpen knives
MTMP2121C Prepare and trim honeycomb	MTMPSR203A Sharpen knives
MTMP2124C Trim processed tripe	MTMPSR203A Sharpen knives
MTMP2125C Process small stock tripe	MTMPSR203A Sharpen knives
MTMP2126C Process bibles	MTMPSR203A Sharpen knives
MTMP2127B Process maws	MTMPSR203A Sharpen knives
MTMP2175C Process paunch	MTMPSR203A Sharpen knives
MTMP2102C Process thick skirts	MTMPSR203A Sharpen knives
MTMP2115C Process thin skirts	MTMPSR203A Sharpen knives
MTMP2143C Separate offal	MTMPSR203A Sharpen knives
MTMP2144C Trim offal fat	MTMPSR203A Sharpen knives

Administrator

Unit	Prerequisite
MTMP2145C Separate and tie runners	MTMPSR203A Sharpen knives
MTMP2147C Recover thin skirts	MTMPSR203A Sharpen knives
MTMP2148B Remove thick skirts	MTMPSR203A Sharpen knives
MTMP2150B Recover offal	MTMPSR203A Sharpen knives
MTMP2152C Trim hide or skin	MTMPSR203A Sharpen knives
MTMP2172C Skin condemned carcase	MTMPSR203A Sharpen knives
MTMP2173C Eviscerate condemned carcase	MTMPSR203A Sharpen knives
MTMP2176C Process slink by-products	MTMPSR203A Sharpen knives
MTMP2177C Process pet meat	MTMPSR203A Sharpen knives
MTMP2178B Skin slinks	MTMPSR203A Sharpen knives
MTMP2187C Break down and bone carcase for pet meat or rendering	MTMPSR203A Sharpen knives

Administrator

MTM20211 Certificate II in Meat Processing (Smallgoods)

Modification History

Release	TP Version	Comments
5	MTM11v4	Added elective unit *MTMSR215A Package meat and smallgoods for retail sale*
4	MTM11v3.1	Name change to core unit: *MTMCOR203A Apply Quality Assurance practices* is now *MTMCOR203B Comply with Quality Assurance and HACCP requirements*
3	MTM11v3	*MTMS212B Manually link and tie product* superseded by *MTMS219A Manually link and tie product* Updated equivalent imported Unit *PRMCL38A Clean a food handling area* to *CPPCLO3038A Clean food-handling areas* Updated equivalent imported Unit *HLTFA301B Apply first aid* to *HLTFA301C* Minor typographical correction
2	MTM11v1.1	Wording of packaging rules amended for clarity
1	MTM11v1	Initial release

Administrator

Description

This qualification covers work activities undertaken by workers undertaking work in smallgoods establishments. It is not appropriate for use as a pre-vocational qualification or for inclusion as a VET in Schools program unless there is opportunity for a sustained period of work placement in a smallgoods enterprise. A substantial component of this qualification must be assessed on the job.

Job roles

Job role titles covered by this qualification may include:

- smallgoods labourer
- smallgoods operator.
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Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- direct entry without prior work experience
- after completion of MTM10111 Certificate I in Meat Processing (Smallgoods)
- through Recognition of Prior Learning
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification, with credit for applicable units successfully completed
- MTM30911 Certificate III in Meat Processing (Smallgoods - General)
- MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)
- MTM30211 Certificate III in Meat Processing (Food Services).
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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

Administrator

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	• listening and carrying out instructions • speaking clearly and directly with other personnel • using mathematical skills related to areas such as time, weights and portion size
Teamwork	• 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	• showing independence in identifying problems, such as malfunctioning equipment or OH&S issues
Initiative and enterprise	• adapting to new situations, such as changes to products or introduction of new equipment • using numeracy skills to solve problems, such as modification of temperature settings
Planning and organising	• managing time and priorities, such as work times and meeting production schedules
Self-management	• monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	• 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

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	• using technology, such as workplace machinery • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete sixteen (16) units of competency in total.

- complete all five (5) core units of competency
- complete eleven (11) elective units of competency, made up of:
  - a minimum of three (3) units of competency from Group A
  - a minimum of six (6) units of competency from Group B.

Two additional elective units may be selected from Group A or B or any Certificate II 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			

　　　　Administrator

MTMPSR203A	Sharpen knives	MTMS213B	Slice product using simple machinery
MTMPS300A	Assess product in chillers	MTMS214B	Rotate stored meat
MTMP2054C	Inspect hindquarter and remove contamination	MTMS215B	Rotate meat product
MTMP2055C	Inspect forequarter and remove contamination	MTMS216B	Inspect carton meat
MTMP2133C	Store carcase product	MTMS217A	Prepare dry ingredients
MTMP2134C	Store carton product	MTMS218B	Manually link and tie product
MTMP2197C	Clean after operations - boning room	MTMS219A	Measure and calculate routine workplace data
MTMPS203C	Operate scales and semi-automatic labelling machinery	MTMSR201C	Prepare and slice meat cuts
MTMPS205C	Clean chillers	MTMSR202C	Trim meat to specifications
MTMPS206C	Operate a forklift in a specific workplace	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR201C	Vacuum pack product	MTMSR204C	Despatch meat product

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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

Administrator

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

Administrator

MTM20311 Certificate II in Meat Processing (Meat Retailing)

Modification History

Release	TP Version	Comments
4	MTM11v4	Added elective unit *MTMSR215A Package meat and smallgoods for retail sale*
3	MTM11v3.1	Name change to elective unit: *MTMCOR203A Apply Quality Assurance practices* is now *MTMCOR203B Comply with Quality Assurance and HACCP requirements*
2	MTM11v3	Updated equivalent imported Units: *PRMCL38A Clean a food handling area* to *CPPCLO3038A Clean food-handling areas* *SIRXFIN001A Balance point-of-sale terminal* to *SIRXFIN201 Balance and secure point-of-sale terminal* *HLTFA301B Apply first aid* to *HLTFA301C*
1	MTM11v1	Initial release

      Administrator

Description

This qualification covers work activities undertaken by workers working in meat retailing enterprises. It is appropriate for inclusion as a VET in Schools program.
Job roles
Job role titles covered by this qualification may include:

- butcher shop sales assistant
- meat department worker
- assistant butcher
- meat wholesale worker
- boning room assistant.
-

Pathways Information

Pathways into the qualification
Pathways into the qualification may be:

- after completion of MTM10211 Certificate I in Meat Processing (Meat Retailing)
- by direct entry without prior meat retailing skills or knowledge
- through Recognition of Prior Learning
- through a meat retailing school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.
Pathways from the qualification
After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification with credit for applicable units successfully completed
- MTM30813 Certificate III in Meat Processing (Retail Butcher) with some credit for applicable completed Units
- MTM30211 Certificate III in Meat Processing (Food Services)
- MTM30611 Certificate III in Meat Processing (General)
- MTM30111 Certificate III in Meat Processing (Boning Room).
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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. 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	• 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 • using mathematical skills in areas such as time, weights and portion size and tender • sharing information with other workers, for example, customer requests
Teamwork	• working effectively as an individual as well as in a work team • working effectively with workers and customers from another country • applying own knowledge to assist other members of the work team
Problem solving	• 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 • using numeracy skills to solve problems, for example, adjusting temperatures or recalculation of quantities
Initiative and enterprise	• 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

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EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Planning and organising	• 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 • managing time and priorities, such as work times and customer order deadlines
Self-management	• taking responsibility for own work output
Learning	• 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 research to identify a new recipe
Technology	• using technology, such as workplace machinery, including mincers and bandsaws • demonstrating skill when using workplace technology, such as knives and bandsaws • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules
Complete twenty seven units in total.

• complete all five core units of competency
• complete a minimum of eight elective units from Group A
• complete a minimum of eight elective units from Group B.

A maximum of five units can be selected from other Certificate II or III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat retailing and must not duplicate units already contained within the qualification.

Qualification structure

Core units

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MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures	FDFOP2061A	Use numerical applications in the workplace
MTMCOR205A	Communicate in the workplace		

Elective units

Group A

MTMCOR201A	Maintain personal equipment	MTMR107C	Process sales transactions
MTMPSR203A	Sharpen knives	MTMR108B	Undertake minor routine maintenance
MTMR101C	Identify species and meat cuts	MTMR109B	Monitor meat temperature from receival to sale
MTMR102C	Trim meat for further processing	MTMR203C	Select, weigh and package meat for sale
MTMR103C	Store meat product	HLTFA301C	Apply first aid
MTMR104C	Prepare minced meat and minced meat products	CPPCLO3038A	Clean food-handling areas
MTMR106C	Provide service to customers		

Group B

MTMCOR203B	Comply with Quality Assurance and HACCP requirements	MTMR211B	Produce and sell value-added products
MTMPR201C	Prepare and operate a bandsaw	MTMR212B	Receive meat product
MTMR201C	Break and cut product using bandsaw	MTMSR201C	Prepare and slice meat cuts

MTMR202C	Provide advice on cooking and storage of meat products	MTMSR202C	Trim meat to specifications
MTMR204C	Package product using manual packing and labelling equipment	MTMSR203C	Package product using automatic packing and labelling equipment
MTMR207B	Use basic methods of meat cookery	MTMSR204C	Despatch meat product
MTMR208B	Vacuum pack product in a retail operation	MTMSR215A	Package meat and smallgoods for retail sale
MTMR209B	Undertake routine preventative maintenance	BSBITU101A	Operate a personal computer
MTMR210B	Make and sell sausages	SIRXFIN201	Balance and secure point-of-sale terminal

Administrator

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMR102C Trim meat for further processing	MTMPSR203A Sharpen knives
MTMR104C Prepare minced meat and minced meat products	MTMPSR203A Sharpen knives
MTMR201C Break and cut product using a bandsaw	MTMPR201C Prepare and operate a bandsaw
MTMR202C Provide advice on cooking and storage of meat products	MTMR106C Provide service to customers
MTMR207B Use basic methods of meat cookery	MTMPSR203A Sharpen knives
MTMR211B Produce and sell value-added products	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives

     Administrator

MTM20411 Certificate II in Meat Processing (Food Services)

Modification History

Release	TP Version	Comments
3	MTM11v4	Updated Pathways Information with correct qualification codes
2	MTM11v3.1	Name change to core unit: *MTMCOR203A Apply Quality Assurance practices* is now *MTMCOR203B Comply with Quality Assurance and HACCP requirements*
1	MTM11v1	Initial release

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Description

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

The MTM20411 Certificate II in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

This qualification may be suitable for inclusion as a VET in Schools program, but careful attention must be given to ensuring appropriate work placement opportunities are available for the selected units.

Job roles
Job role titles covered by this qualification may include:

- meat wholesale preparation worker
- meat department customer service worker
- meat wholesale packer/wrapper
- meat wholesale packer/slicer
- butcher shop customer service worker
- delicatessen assistant
- value-adding worker in a boning room
- workers in single species retail outlets
- workers undertaking shelf-ready preparation of meat products
- 'meals ready-to-eat' preparers
- portion control slicer and packer.
-

Pathways Information

Pathways into the qualification
Pathways into the qualification may be:

- by direct entry without prior industry skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification
After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM30111 Certificate III in Meat Processing (Boning Room)
- MTM30211 Certificate III in Meat Processing (Food Services)
- MTM30511 Certificate III in Meat Processing (Slaughtering)
- MTM30611 Certificate III in Meat Processing (General)
- MTM30813 Certificate III in Meat Processing (Retail Butcher)
- MTM30911 Certificate III in Meat Processing (Smallgoods - General)
- MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)

Administrator

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

Administrator

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	• listening and carrying out instructions • speaking clearly and directly with other personnel and customers
Teamwork	• 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	• solving problems, either individually or in teams, such as packaging faults or reporting equipment malfunction
Initiative and enterprise	• adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	• using basic business processes, for example, work instructions, when preparing to undertake a task • managing time and priorities, such as work times and meeting production schedules
Self-management	• monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	• 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

　　　　Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	• using technology, such as workplace machinery • applying OH&S requirements when using technology, such as knives

Packaging Rules

Packaging Rules
Complete fourteen units of competency in total.

• complete all six core units of competency
• complete eight elective units of competency.

The eight elective units can be selected from a Certificate I and/or Certificate II from the Abattoirs, Smallgoods, Meat Retailing and/or Food Processing sectors.

Units selected from the Abattoirs sector must be worth 2 or more points (if a 1-point unit is selected, then an additional unit must be selected to make up the 2 points).

Up to two units can be selected from another Training Package or accredited course. 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) packaged at AQF 2 AND/OR			

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Meat Processing (Meat Retailing) packaged at AQF 1 and AQF 2

AND/OR

Meat Processing (Smallgoods) packaged at AQF 1 and AQF 2

AND/OR

Food Processing packaged at AQF 1 and AQF 2

SFI10111 Certificate I in Aquaculture

Modification History

Release	TP Version	Comments
4	SFI11v2.1	*HLTFA311A Apply first aid* replaced with *HLTAID003 Provide first aid* Superseded units from *RII09 Resources and Infrastructure Industry Training Package* replaced with new units from *RII Resources and Infrastructure Industry Training Package*
3	SFI11v1.3	*HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes
2	SFI11v1.1	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

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Description

This qualification represents the minimum requirements for an individual commencing a career as an aquaculturist. It provides individuals with an introduction to the aquaculture environment and some basic skills needed in this area of the seafood industry. It is an appropriate level for an individual undertaking work experience, or in a probationary period in employment. It is particularly applicable to school-based studies.

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.

Job roles

An individual operating at this level undertakes a range of basic work activities, such as feeding, handling and harvesting stock, minor construction work, general cleaning and maintenance of stock culture structures. Work is carried out under close direction and supervision and duties may vary between aquaculture enterprises.

Job role titles may include:

- farm hand
- farm labourer
- farm worker.

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- by direct entry and without prior aquaculture skills or knowledge
- through a school vocational studies program combined with work experience.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI20111 Certificate II in Aquaculture
- SFI30111 Certificate III in Aquaculture.

Licensing/Regulatory Information

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

Competencies in this qualification may require a licence or certification.

Entry Requirements

Not Applicable

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
SFI10111 Certificate I 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	• confirming instructions • estimating the duration of tasks • oral reporting on work activities, problems and abnormal stock behaviour to a supervisor • reading and interpreting instructions and work procedures • reading schedules relating to feeding, grading or harvesting • recording and reporting data.
Teamwork	• contributing to participative OHS arrangements • respecting people from diverse backgrounds • sharing information relevant to work with co-workers • undertaking duties in a positive manner to promote cooperation.
Problem solving	• assisting in solving problems • recognising and resolving problems and conflicts that may arise in workplace • reporting problems to supervisor.
Initiative and enterprise	• adapting to new situations • identifying environmental, OHS, quality and food safety hazards.
Planning and organising	• collecting and checking equipment before beginning work activities • following safe work practices • planning to complete work within an allocated timeframe.
Self-management	• prioritising work • seeking support to improve own performance.
Learning	• identifying own learning needs for future work requirements and career aspirations • taking part in learning opportunities.

       Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Technology	• using automated equipment, such as feeders and data loggers.

Packaging Rules

Packaging Rules

A total of eight (8) units of competency must be achieved.

- four (4) core units *plus*
- one (1) aquaculture specialist elective units (Group A) *plus*
- three (3) 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 any other nationally endorsed Training Package or accredited course. A maximum of two (2) units can be imported, however, they must align to Certificate I or II level and be relevant to aquaculture operations.

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

Unit code	Unit title
SFIAQUA102B	Carry out basic aquaculture activities
SFIAQUA220A	Use waders
SFIEMS201B	Participate in environmentally sustainable work practices

Group B: Other elective units

Maintenance and operations support

Unit code	Unit title
FDFOP1009A	Follow work procedures to maintain quality
RIICCM208D	Carry out basic levelling
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials
RIISAM203D	Use hand and power tools
RIISAM204D	Operate small plant and equipment

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Seafood processing

Unit code	Unit title
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions*

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Unit code	Unit title
	SFIPROC106B Work with knives
SFIPROC106B	Work with knives
MTMP2002C	Prepare animals for slaughter

Seafood transport and storage

Unit code	Unit title
TLID1001A	Shift materials safely using manual handling methods

Administrator

SFI10211 Certificate I in Fishing Operations

Modification History

Release	TP Version	Comments
3	SFI11v2.2	Superseded units from *TDM07 Maritime Training Package* replaced with new units from *MAR Maritime Training Package* Added *HLTAID003 Provide first aid*
2	SFI11v1.1	Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification provides individuals with an introduction to the fishing sector of the seafood industry and some basic skills needed in this sector. It is an appropriate level for an individual undertaking work experience, or in a probationary period in employment. It is particularly applicable to school-based studies.

The qualification will have application for people working:

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

Job roles
Individuals operating at this level undertake a range of work activities under supervision, which may include:

- assisting with operation of fishing gear and equipment
- handling harvest and sorting by-catch
- basic processing
- general cleaning and maintenance of equipment and vessel.

Work may vary between enterprises.

Job role titles may include:

- general deckhand
- fisher.

Administrator

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

- direct entry and without prior fishing operations skills or knowledge
- through a school vocational studies program combined with work experience.

Pathways from the qualification

After completing this qualification, candidates may undertake:

- SFI20211 Certificate II in Fishing Operations
- SFI30211 Certificate III in Fishing Operations.

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

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
SFI10210 Certificate I 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	• confirming instructions • estimating the duration of tasks • oral reporting of work activities and problems to a supervisor • reading and interpreting instructions and work procedures • recording and reporting data.
Teamwork	• contributing to participative OHS arrangements • respecting people from diverse backgrounds • sharing information relevant to work with co-workers • undertaking duties in a positive manner to promote cooperation.
Problem solving	• assisting in solving problems • recognising and resolving problems and conflicts that may arise in the workplace • reporting problems to supervisor.
Initiative and enterprise	• adapting to new situations • identifying environmental, OHS, quality and food safety hazards.
Planning and organising	• collecting and checking equipment before beginning work activities • following safe work practices • planning to complete work within an allocated timeframe.
Self-management	• prioritising work • seeking support to improve own performance.
Learning	• identifying own learning needs for future work requirements and career aspirations • taking part in learning opportunities.
Technology	• using basic technology skills to record data

     Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• using technology and related workplace equipment.

Packaging Rules

Packaging Rules

A total of eight (8) units of competency must be achieved.

- four (4) core units *plus*
- one (1) fishing specialist elective unit (Group A) *plus*
- three (3) 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 any other nationally endorsed Training Package or accredited course. A maximum of two (2) units can be imported, however, they must align to Certificate I or II level and be relevant to fishing operations.

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
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH210C	Assemble and repair damaged netting
SFIFISH214B	Contribute to at-sea processing of seafood*

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Unit code	Unit title
	SFICORE101C Apply basic food handling and safety practices
SFIFISH215B	Apply deckhand skills aboard a fishing vessel
SFISHIP211C	Prepare for maintenance
HLTAID003	Provide first aid
MARF001	Apply basic survival skills in the event of a vessel abandonment
MARF004	Meet work health and safety requirements
MARF005	Survive at sea using survival craft

Group B: **Other elective units**

Aquaculture operations

Unit code	Unit title
SFIAQUA220A	Use waders

Maritime operations

Unit code	Unit title
MARC020	Transmit and receive information by marine radio

Seafood processing

Unit code	Unit title
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions*

Administrator

Unit code	Unit title
	SFIPROC106B Work with knives
SFIPROC106B	Work with knives
MTMP2002C	Prepare animals for slaughter

Seafood transport and storage

Unit code	Unit title
TLID1001A	Shift materials safely using manual handling methods

SFI10511 Certificate I in Seafood Processing

Modification History

Release	TP Version	Comments
4	SFI11v2.2	*HLTFA311A Apply first aid* replaced with *HLTAID003 Provide first aid*
3	SFI11v1.3	*HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes
2	SFI11v1.1	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

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Description

This qualification provides individuals with an introduction to seafood processing and some basic skills needed in this area of the seafood industry. Employment would be as first level process workers. It is an appropriate level for an individual undertaking work experience, or in a probationary period in employment. It is particularly applicable to school-based studies.

The qualification will have application for people working:

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

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

- basic processing
- general cleaning and maintenance of equipment and facilities
- handling and slaughtering harvested stock.

Work may vary between enterprises.

Job role titles may include:

- factory hand
- fish processor
- general or process worker.

Pathways Information

Pathways into the qualification
Entry into this qualification may be:

- by direct entry and without prior seafood processing skills or knowledge
- through a school vocational studies program combined with work experience.

Pathways from the qualification
After achieving this qualification, candidates may undertake:

- SFI20511 Certificate II in Seafood Processing
- SFI30511 Certificate III in Seafood Processing.

     Administrator

Licensing/Regulatory Information

Licensing, **legislative**, **regulatory or certification considerations**
Competencies in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI10511 Certificate I 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	• communicating information about problems with work • completing all reporting as required • reading and applying workplace procedures and instructions • receiving and relaying oral and written messages.
Teamwork	• identifying own role and responsibilities within a team • sharing workplace information • working as a team member.
Problem solving	• following workplace food safety procedures • identifying common problems and taking required action • recognising and reporting any workplace hazards.
Initiative and enterprise	• distinguishing between urgent and non-urgent tasks • inspecting quality of work on an ongoing basis • selecting appropriate equipment • taking appropriate corrective action to routine work problems.
Planning and organising	• directing items to the correct area for further processing • identifying work requirements • identifying work priorities • identifying and using relevant personal protective equipment (PPE) • organising work area to maintain housekeeping standards • organising relevant equipment and tools • planning work activities to meet daily work requirements.
Self-management	• following OHS practices • identifying personal responsibilities and work requirements • identifying safety requirements for working in the food processing industry

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• keeping the work area clean and tidy at all times • managing time to meet own work requirements • monitoring the quality of own work against quality standards • planning activities to meet own work requirements • seeking assistance from other team members where appropriate.
Learning	• asking questions to expand own knowledge • assessing own ability to meet job requirements • attending training or skill development activities • checking work outcomes against workplace standards and identifying inconsistencies • identifying own skill requirements and seeking skill development if required • listening to feedback and advice of supervisors • self-checking numerical information.
Technology	• using work tools, machines and equipment safely and according to workplace procedures • using manual handling technologies in the workplace • using information technology devices as required.

Administrator

Packaging Rules

Packaging Rules

A total of eight (8) units of competency must be achieved.

- four (4) core units *plus*
- two (2) seafood processing specialist elective units (Group A) *plus*
- two (2) 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
    - two (2) imported units from this Training Package or any other nationally endorsed Training Package or accredited course from Certificate I or II level relevant to seafood processing.

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
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions *SFIPROC106B Work with knives*
SFIPROC106B	Work with knives
SFIPROC201C	Head and peel crustaceans

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Unit code	Unit title
SFIPROC202C	Process squid, cuttlefish and octopus
SFIPROC203C	Shuck molluscs

Group B: Other elective units

Maintenance and operations support

Unit code	Unit title
FDFOP1007A	Participate effectively in a workplace environment
SITHACS101	Clean premises and equipment

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Seafood processing

Unit code	Unit title
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH209C	Maintain the temperature of seafood
FDFFS2001A	Implement the food safety program and procedures

Seafood transport and storage

Unit code	Unit title
TLID1001A	Shift materials safely using manual handling methods
TLIA2014A	Use product knowledge to complete work operations

Administrator

SFI20111 Certificate II in Aquaculture

Modification History

Release	TP Version	Comments
5	SFI11v2.2	*HLTFA301B Apply first aid* replaced with *HLTAID003 Provide first aid*

Superseded units from *RII09 Resources and Infrastructure Industry Training Package* replaced with new units from *RII Resources and Infrastructure Industry Training Package*

Superseded units from *SRO03 Outdoor Recreation Industry Training Package* replaced with new units from *SIS10 Sport, Fitness and Recreation Training Package*

Superseded units from *TDM07 Maritime Training Package* replaced with new units from *MAR Maritime Training Package* |
| 4 | SFI11v2 | *SFIFISH201C Provide support for diving operations* replaced with *SFIFISH211A Provide support for diving operations*

SFIFISH307C Perform breath-hold diving operations replaced with *SFIFISH312A Perform breath-hold diving operations* |
| 3 | SFI11v1.3 | *HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes |
| 2 | SFI11v1.1 | *TLID2010A Operate a forklift* replaced with *TLILIC2001A Licence to operate a forklift truck* in response to regulatory changes

Equivalent imported units updated |
| 1 | SFI11 | Initial release |

Description

This qualification represents the base entry point into this sector of the seafood industry and provides people with a range of core and underpinning skills and knowledge relevant to work as a field hand in the aquaculture sector. It is particularly applicable to school-based studies.

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.

Job roles

Individuals operating at this level undertake a sequence of routine tasks under direction caring for stock which may be at varying stages of development. Duties may include:

- harvesting stock, carrying out post-harvest operations and preparing stock for transport
- maintaining the quality of stock culture environment or holding facility, including water quality, temperature and flow
- maintaining and constructing stock culture structures and other farm structures.

Work may vary between enterprises.

Job role titles may include:

- farm hand
- general hand
- shop hand
- feeder
- pond worker
- farm labourer
- hatchery or nursery assistant.

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- by direct entry and without prior aquaculture skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake a:

- SFI30111 Certificate III in Aquaculture
- SFI30311 Certificate III in Seafood Industry (Environmental Management Support).

Maritime competencies gained through SFI20111 Certificate II In Aquaculture may be counted towards a Coxswain maritime certification.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

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

This qualification contains SFISHIP units for basic vessel operation skills. If a Coxswain certification is required then consider undertaking some or all of the units found in the electives, in the functional grouping, Maritime operations. The remaining competencies required to achieve the Coxswain certification can be gained in the SFI30111 Certificate III in Aquaculture.

Entry Requirements

Not Applicable

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
SFI20111 Certificate II 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	- counting stock numbers - estimating percentage of feed consumed - estimating the duration of tasks - oral reporting on work activities, problems and abnormal stock behaviour to a supervisor - reading and interpreting standard operating procedures (SOPs) and equipment manufacturer guidelines - reading meters or test kits when making adjustments to culture environment or calibrating equipment - reading schedules relating to feeding, grading or harvesting - recording and reporting data.
Teamwork	- contributing to participative OHS arrangements - respecting people from diverse backgrounds - sharing information relevant to work with co-workers - undertaking duties in a positive manner to promote cooperation.
Problem solving	- assisting in solving problems - recognising and resolving problems and conflicts that may arise in the workplace - reporting problems to supervisor - recording and reviewing water quality data or environmental condition.
Initiative and enterprise	- adapting to new situations - identifying environmental, OHS and food safety hazards - monitoring and responding to changing weather conditions - monitoring stock and responding to abnormal activity.
Planning and organising	collecting and checking equipment before beginning work activities

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• identifying hazards prior to commencing a job • moving equipment into position in readiness for work activities • planning to complete work within an allocated time frame.
Self-management	• prioritising work • seeking support to improve own performance.
Learning	• identifying own learning needs for future work requirements and career aspirations.
Technology	• using automated equipment, such as feeders and data loggers.

Packaging Rules

Packaging Rules

A total of fifteen (15) units of competency must be achieved.

- four (4) core units *plus*
- four (4) aquaculture specialist elective units (Group A) *plus*
- seven (7) 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 three (3) units can be imported, however, at least 2 of those units must be aligned to Certificate II or III level. Units must be relevant to aquaculture operations and not duplicate skills 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
SFIAQUA201C	Collect broodstock and seedstock
SFIAQUA205C	Feed stock
SFIAQUA206C	Handle stock
SFIAQUA209C	Manipulate stock culture environment
SFIAQUA211C	Undertake routine maintenance of water supply and disposal systems and structures
SFIAQUA212C	Work with crocodiles
SFIAQUA213C	Monitor stock and environmental conditions
SFIAQUA214B	Produce algal or live-feed cultures
SFIAQUA215B	Carry out on-farm post-harvest operations
SFIAQUA216B	Harvest cultured or held stock
SFIAQUA217B	Maintain stock culture, holding and other farm structures
SFIAQUA219B	Operate and maintain high technology water treatment components
SFIAQUA221A	Control predators and pests
SFIAQUA222A	Control diseases
AHCMOM304A	Operate machinery and equipment
MTMP2002C	Prepare animals for slaughter

Group B: Other elective units

Aquaculture operations

Unit code	Unit title
SFIAQUA220A	Use waders
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH209C	Maintain the temperature of seafood
SFIFISH210C	Assemble and repair damaged netting
SFISTOR202C	Receive and distribute product
SFISTOR204A	Prepare, pack and dispatch stock for live transport
SFISTOR205A	Prepare, pack and dispatch non-live product

Diving operations

Unit code	Unit title
SFIFISH211A	Provide support for diving operations* *HLTFA311A Apply first aid*
SFIFISH312A	Perform breath-hold diving operations* *HLTFA311A Apply first aid*
SISOODR302A	Plan outdoor recreation activities
SISOOPS304A	Plan for minimal environmental impact
SISOSCB301A	SCUBA dive in open water to a maximum depth of 18 metres

Farm operations

Unit code	Unit title
AHCBIO202A	Follow site quarantine procedures

Administrator

Unit code	Unit title
AHCCHM201A	Apply chemicals under supervision
AHCCHM304A	Transport, handle and store chemicals
AHCMOM202A	Operate tractors
AHCMOM205A	Operate vehicles
AHCPMG201A	Treat weeds

Fishing operations

Unit code	Unit title
SFIFISH208C	Maintain, prepare, deploy and retrieve purse seines to land catch

Maintenance and operations support

Unit code	Unit title
AHCARB205A	Operate and maintain chainsaws
AHCINF204A	Fabricate and repair metal or plastic structures
AHCMOM204A	Undertake operational maintenance of machinery
RIICCM205D	Carry out manual excavation
RIICCM208D	Carry out basic levelling
RIICCM211D	Erect and dismantle temporary fencing and gates
RIICRC208A	Lay pipes
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials
RIISAM203D	Use hand and power tools

Administrator

Unit code	Unit title
RIISAM204D	Operate small plant and equipment
SITHACS101	Clean premises and equipment

Maritime operations

The units in this group can contribute towards a MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal). Additional MAR units from this qualification are listed in Certificate III in Aquaculture.
The units below are equivalent to the former Elements of Shipboard Safety.

Unit code	Unit title
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

Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

Ornamental operations

Unit code	Unit title
SIRXCCS201	Apply point-of-sale handling procedures
SIRXINV001A	Perform stock control procedures

Quality assurance and food safety

Administrator

Unit code	Unit title
FDFOP2063A	Apply quality systems and procedures
FDFFS2001A	Implement the food safety program and procedures

Seafood processing

Unit code	Unit title
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions* *SFIPROC106B Work with knives*
SFIPROC106B	Work with knives
SFIPROC201C	Head and peel crustaceans
SFIPROC203C	Shuck molluscs
FDFOP2056A	Operate a freezing process

Seafood sales, distribution and marketing

Unit code	Unit title
SFIDIST202C	Retail fresh, frozen and live seafood
SIRXICT001A	Operate retail technology
SIRXCCS202	Interact with customers
SIRXFIN201	Balance and secure point-of-sale terminal

Seafood transport and storage

Administrator

Unit code	Unit title
SFISTOR203C	Assemble and load refrigerated product
TLID1001A	Shift materials safely using manual handling methods
TLID2004A	Load and unload goods/cargo
TLILIC2001A	Licence to operate a forklift truck

Vessel operations

Unit code	Unit title
SFIFISH215B	Apply deckhand skills aboard a fishing vessel
SFISHIP201C	Comply with organisational and legislative requirements
SFISHIP205C	Maintain marine plant
SFISHIP206C	Operate a small vessel
SFISHIP207C	Operate and maintain outboard motors
SFISHIP208C	Operate low powered diesel engines

Business services

Unit code	Unit title
BSBCUS201B	Deliver a service to customers
BSBINM201A	Process and maintain workplace information
BSBWOR204A	Use business technology
FNSACC301A	Process financial transactions and extract interim reports

Administrator

SFI20211 Certificate II in Fishing Operations

Modification History

Release	TP Version	Comments
5	SFI11v2.2	*HLTFA301B Apply first aid* replaced with *HLTAID003 Provide first aid*
		SITXINV001A Receive and store stock replaced with *SITXINV201 Receive and store stock*
		Superseded units from *SRO03 Outdoor Recreation Industry Training Package* replaced with new units from *SIS10 Sport, Fitness and Recreation Training Package*
		Superseded units from *TDM07 Maritime Training Package* replaced with new units from *MAR Maritime Training Package*
4	SFI11v2	*SFIFISH201C Provide support for diving operations* replaced with *SFIFISH211A Provide support for diving operations*
		SFIFISH307C Perform breath-hold diving operations replaced with *SFIFISH312A Perform breath-hold diving operations*
3	SFI11v1.3	*HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes
2	SFI11v1.1	Equivalent imported units updated
		Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification provides the main entry point for individuals working in the fishing sector of the seafood industry. It contains the competencies required for a deckhand in the fishing sector. Units equivalent to the former Elements of Shipboard Safety are included in the electives.

The qualification will have application for people working:

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

Job roles

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

- assisting with operation of fishing gear and equipment
- basic processing and temperature control of harvest
- general cleaning and maintenance of equipment and vessel
- handling, harvesting and sorting by-catch.

Work may vary between enterprises.

Job role titles may include:

- fisher
- general deckhand.

Pathways Information

Pathways into the qualification

Pathways for candidates considering this qualification include:

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

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake a:

- SFI30211 Certificate III in Fishing Operations
- SFI40211 Certificate IV in 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

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI20211 Certificate II 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	- calculating workplace measures - completing forms/records accurately and legibly - estimating time to complete activities and routine workplace measures - expressing own opinion clearly and listening to others without interrupting - interpreting labels and descriptions - interpreting work-related instructions, notices and documents - reporting hazards - requesting assistance from appropriate personnel as needed.
Teamwork	- discussing work-related matters with others in a courteous manner appropriate to age and cultural background - participating in meetings - participating in OHS and emergency arrangements - sharing work-related information with co-workers - undertaking duties in a positive manner that promotes cooperation within the workplace - working with diverse individuals and groups.
Problem solving	- assisting in developing effective solutions to control level of risk associated with tasks - attempting to resolve personal workplace conflicts - recognising work-related problems and referring to appropriate person - solving problems by asking questions.
Initiative and enterprise	- adapting to new situations - raising issues, such as those related to OHS, food safety and

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	environmental management with designated personnel
	• rectifying errors in recorded information
	• requesting additional support to improve own performance
	• taking corrective actions within scope of responsibility to maintain food safety standards.
Planning and organising	• assessing and prioritising work load within allocated timeframes and according to level of responsibility
	• collecting, analysing and organising information
	• minimising environmental hazards and risks in work area.
Self-management	• attending meetings on time
	• identifying hazards, and assessing and controlling risks
	• keeping work area clean and tidy
	• maintaining personal hygiene
	• prioritising work tasks
	• undertaking duties and taking responsibility at the appropriate level.
Learning	• identifying career pathways
	• identifying own learning needs to further career and/or develop skills and knowledge
	• undertaking learning as required for work.
Technology	• using basic technology skills to complete work documentation
	• using technology and related workplace equipment.

Packaging Rules

Packaging Rules

A total of fifteen (15) units of competency must be achieved.

- four (4) core units *plus*
- four (4) fishing specialist elective units (Group A) *plus*
- seven (7) 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

Administrator

- 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 and at least two (2) of those units must be aligned to Certificate II or III level. Units must be relevant to fishing operations.

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
SFIFISH202C	Cook on board a vessel
SFIFISH203C	Maintain, prepare, deploy and retrieve trawls to land catch
SFIFISH204C	Maintain, prepare, deploy and retrieve pots and traps to land catch
SFIFISH205C	Maintain, prepare, deploy and retrieve drop lines and long lines to land catch
SFIFISH206C	Maintain, prepare, deploy and retrieve hand operated lines to land catch
SFIFISH207C	Maintain, prepare, deploy and retrieve beach seines, mesh nets or gill nets to land catch
SFIFISH208C	Maintain, prepare, deploy and retrieve purse seines to land catch
SFIFISH209C	Maintain the temperature of seafood

        Administrator

Unit code	Unit title
SFIFISH210C	Assemble and repair damaged netting
SFIFISH214B	Contribute to at-sea processing of seafood* *SFICORE101C Apply basic food handling and safety practices*
SFIPROC304B	Boil and pack crustaceans
MTMP2002C	Prepare animals for slaughter

Vessel operations

Unit code	Unit title
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH215B	Apply deckhand skills aboard a fishing vessel
SFIFISH311A	Operate vessel deck machinery and lifting appliance
SFISHIP201C	Comply with organisational and legislative requirements
SFISHIP202C	Contribute to safe navigation
SFISHIP206C	Operate a small vessel
SFISHIP207C	Operate and maintain outboard motors

Maritime operations

The units in this group can contribute towards a MAR20313 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal). Additional MAR units from this qualification are available in Certificate III in Fishing Operations.
The units below are equivalent to the former Elements of Shipboard Safety.

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

Administrator

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 maintenance

Unit code	Unit title
SFISHIP208C	Operate low powered diesel engines
SFISHIP211C	Prepare for maintenance
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations

Group B: Other elective units

Aquaculture operations

Unit code	Unit title
SFIAQUA220A	Use waders

Diving operations

Unit Code	Unit Title
SFIFISH211A	Provide support for diving operations* *HLTFA311A Apply first aid*
SFIFISH312A	Perform breath-hold diving operations* *HLTFA311A Apply first aid*
HLTAID003	Provide first aid
SISOODR302A	Plan outdoor recreation activities
SISOOPS304A	Plan for minimal environmental impact

Administrator

| SISOSCB301A | SCUBA dive in open water to a maximum depth of 18 metres |

Seafood processing

Unit code	Unit title
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area
SFIPROC105B	Fillet fish and prepare portions* *SFIPROC106B Work with knives*
SFIPROC106B	Work with knives

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
TLID2004A	Load and unload goods/cargo

Business services

Unit code	Unit title
BSBCUS201B	Deliver a service to customers
BSBINM201A	Process and maintain workplace information
BSBWOR204A	Use business technology

Administrator

Unit code	Unit title
FNSACC301A	Process financial transactions and extract interim reports

SFI20411 Certificate II in Fisheries Compliance Support

Modification History

Release	TP Version	Comments
4	SFI11v2.2	*HLTFA311A Apply first aid* replaced with *HLTAID003 Provide first aid* Superseded units from *TDM07 Maritime Training Package* replaced with new units from *MAR Maritime Training Package*
3	SFI11v1.3	*HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes
2	SFI11v1.1	Corrected formatting issues
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to people working at a local level in a support role to an agency or organisation that has legislated responsibility for the management of fisheries, both wild catch and aquaculture.

Job role
Typically, the qualification will have application for people in Indigenous Australian communities who strive for environmentally sustainable usage of the fisheries, and marine and freshwater environments in their regions.

The Certificate II in Fisheries Compliance Support has been developed for observers who can report on change and suspected non-compliance using only observable evidence as can be recorded, such as photographs and global positioning system (GPS) readings. People working in this role follow strict procedures and have no authority to approach or confront anyone acting suspiciously or suspected of non-compliance.

      Administrator

Pathways Information

Pathways into the qualification

Entry into this qualification may be:

- as an Indigenous sea ranger
- by direct entry without prior skills
- in conservation and land management activities
- in Indigenous fishing activities
- in vessel operations.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI30411 Certificate III in Fisheries Compliance.

This qualification is usually offered by training providers in conjunction with an agency responsible for fisheries management.
Some competencies are transferrable to other industries, such as conservation and land management, maritime, aquaculture and fishing.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

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

Entry Requirements

Not Applicable

Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

SFI20411 Certificate II in Fisheries Compliance Support

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	• reading and interpreting workplace instructions and notices • clarifying workplace instructions and procedures • expressing own opinions • listening to others without interruption • responding to questions • communicating with the public in courteous, non-confrontational and culturally respectful manner • using verbal and non-verbal communication in a culturally sensitive way • using speed and distance calculations to estimate fuel usage and time • completing work-related forms accurately and legibly • recording workplace data.
Teamwork	• sharing relevant information with co-workers.
Problem solving	• rectifying errors in recording information on forms/documents • resolving or reporting workplace issues • reviewing operational plan and outcomes • making recommendations for improvement.
Initiative and enterprise	• identifying errors in recording information on forms/documents • identifying and reporting environmental hazards • identifying and reporting OHS hazards • applying principles of sustainability.
Planning and organising	• assessing own work and prioritising within allocated timeframes • making appropriate preparations for observation field trips.
Self-management	• seeking additional support to improve performance • seeking feedback on presentations from audience

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• undertaking responsibilities and duties in a positive manner.
Learning	• identifying career options and training opportunities within the enterprise and seafood industry
	• identifying own learning needs for future work requirements and career aspirations
	• willing to learn new skills and procedures.
Technology	• using business computer applications to prepare reports and record work information
	• using email for communications
	• using GPS.

Packaging Rules

Packaging Rules

A total of fifteen (15) units of competency must be achieved.

• four (4) core units *plus*
• six (6) fisheries compliance specialist elective units (Group A) *plus*
• five (5) 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 three (3) units can be imported, however, at least two (2) of those units must be aligned to Certificate II or 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
SFICORE103C	Communicate in the seafood industry
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
SFICOMP201B	Undertake a local operation
SFICOMP202B	Conduct field observations
SFICOMP203B	Promote sustainable use of local marine and freshwater environments
SFICOMP204B	Present evidence in a court setting
SFICOMP205B	Communicate effectively in cross-cultural environments
SFICOMP310C	Operate off-road vehicles
SFIEMS201B	Participate in environmentally sustainable work practices
HLTAID003	Provide first aid
PUATEA001B	Work in a team

Group B: **Other elective units**

Conservation and environment

Unit code	Unit title
AHCCHM201A	Apply chemicals under supervision
AHCFAU201A	Recognise fauna
AHCILM201A	Maintain cultural places
AHCILM202A	Observe and report plants and/or animals
AHCILM203A	Record information about country
AHCINF202A	Install, maintain and repair fencing

　　　　　　Administrator

Unit code	Unit title
AHCINF203A	Maintain properties and structures
AHCNAR202A	Maintain wildlife habitat refuges
AHCPGD206A	Conduct visual inspection of park facilities
AHCPMG201A	Treat weeds
AHCPMG202A	Treat plant pests, diseases and disorders
AHCSAW201A	Conduct erosion and sediment control activities

Maritime operations

These competencies can contribute towards a MAR20313 Certificate II in Maritime Operations (*Coxswain Grade 1 Near Coastal*).
The competencies below are equivalent to the former Elements of Shipboard Safety.

Unit code	Unit title
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

Vessel operations

Unit code	Unit title
SFISHIP201C	Comply with organisational and legislative requirements
SFISHIP202C	Contribute to safe navigation
SFISHIP206C	Operate a small vessel
SFISHIP207C	Operate and maintain outboard motors
SFISHIP208C	Operate low powered diesel engines

　　　　　Administrator

SFISHIP211C	Prepare for maintenance

         Administrator

SFI20511 Certificate II in Seafood Processing

Modification History

Release	TP Version	Comments
3	SFI11v2.2	*SITXINV001A Receive and store stock* replaced with *SITXINV201 Receive and store stock* Superseded units from *MSA07 Manufacturing Training Package* replaced with new units from *MSS11 Sustainability Training Package*
2	SFI11v1.1	*TLID2010A Operate a forklift* replaced with *TLILIC2001A Licence to operate a forklift truck* in response to regulatory changes *TLID3033A Operate a vehicle-mounted loading crane* replaced with *TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)* 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 processing employee. It comprises the base entry point into this sector of the industry and provides people with a range of core and underpinning competencies relevant to their work.

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
- in processing plants
- for wholesalers or retailers.

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

- basic processing
- general cleaning and maintenance of equipment and facilities
- handling and slaughtering harvested stock.

Work may vary between enterprises.

Job role titles may include:

- factory hand
- general or process worker
- seafood or fish processor.

Pathways Information

Pathways into the qualification
Entry into this qualification may be:

- by direct entry and without prior seafood processing skills or knowledge
- SFI10511 Certificate I in Seafood Processing
- other seafood industry stream qualifications.

Pathways from the qualification
After achieving this qualification, candidates may undertake a:

- SFI30511 Certificate III in Seafood Processing
- SFI30311 Certificate III in Seafood Industry (Environmental Management Support).

         Administrator

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

     Administrator

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY
SFI20511 Certificate II 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	• communicating information about problems with work • communicating information relating to OHS • completing work forms and required written documentation • demonstrating effective and appropriate interpersonal skills • interpreting and applying workplace procedures and instructions • sharing workplace information • using communication and information technologies to support work operations.
Teamwork	• identifying own role and responsibilities within a team • identifying team goals • maintaining health and safety of work area for self and others • providing assistance to others in the work area • sharing work-related information • working as part of a team.
Problem solving	• applying knowledge of materials, product purpose and processes to work operations • checking performance of machines and equipment and identifying signs of faulty operations • identifying and reporting any workplace hazards • identifying workplace problems and making contributions to their solution • identifying and applying health and safety issues relating to work in the food industry • monitoring workplace activities and identifying and reporting non-compliances.

Administrator

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Initiative and enterprise	• asking questions regarding requirements and expectations • gathering and interpreting information to support safe and efficient work • inspecting quality of work on an ongoing basis • making suggestions for continuous improvement • providing feedback on procedures and processes • recording basic information on the quality and other indicators of work outcomes.
Planning and organising	• directing items to the correct area for further processing • identifying work requirements and work load priorities • identifying and using relevant personal protective equipment (PPE) • identifying and reporting issues affecting ability to meet work outcomes • organising work area to maintain housekeeping standards • planning work activities to meet daily work requirements • selecting and organising relevant equipment and tools.
Self-management	• accepting responsibility for quality of own work • applying food safety practices • identifying personal responsibilities • keeping the work area clean and tidy at all times • maintaining own work efficiency • monitoring own work • participating in OHS practices • planning to meet required work outcomes of self and team.
Learning	• asking questions to expand own knowledge • assessing own competencies in meeting job requirements • attending training or skill development activities • identifying own skill requirements and seeking skill development if required • listening to feedback and advice of supervisors.
Technology	• performing minor maintenance on machinery in accordance with workplace practices • using work tools, machines and equipment safely and effectively

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• using manual handling technologies in the workplace.

Administrator

Packaging Rules

Packaging Rules

A total of fifteen (15) units of competency must be achieved.

- four (4) core units *plus*
- seven (7) seafood processing specialist elective units (Group A) *plus*
- four (4) 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 three (3) units can be imported, however, at least two (2) of those units must be aligned to Certificate II or III level. Units must be relevant to seafood processing and not duplicate skills 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
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH209C	Maintain the temperature of seafood
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC102C	Clean work area

Unit code	Unit title
SFIPROC105B	Fillet fish and prepare portions* *SFIPROC106B Work with knives*
SFIPROC106B	Work with knives
SFIPROC201C	Head and peel crustaceans
SFIPROC202C	Process squid, cuttlefish and octopus
SFIPROC203C	Shuck molluscs
AHCLSK319A	Slaughter livestock
FDFFS2001A	Implement the food safety program and procedures
FDFOP1005A	Operate basic equipment
FDFOP1006A	Monitor process operation
FDFOP1009A	Follow work procedures to maintain quality
FDFOP2011A	Conduct routine maintenance
FDFOP2019A	Fill and close product in cans
FDFOP2023A	Operate a packaging process
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
FDFOP2061A	Use numerical applications in the workplace

     Administrator

Unit code	Unit title
FDFOP2063A	Apply quality systems and procedures
FDFSUG218A	Operate a boiler - basic
FDFSUG222A	Operate a waste water treatment system

Group B: Other elective units

Competitive manufacturing

Unit code	Unit title
MSS402001A	Apply competitive systems and practices
MSS402002A	Sustain process improvements
MSS402010A	Manage the impact of change on own work
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

Maintenance and operations support

Administrator

Unit code	Unit title
SITHACS101	Clean premises and equipment

Quality assurance and food safety

Unit code	Unit title
FDFOP2013A	Apply sampling procedures

Seafood transport and storage

Unit code	Unit title
SFIFISH311A	Operate vessel deck machinery and lifting appliance
SFISTOR204A	Prepare, pack and dispatch stock for live transport
SFISTOR205A	Prepare, pack and dispatch non-live product
SITXINV201	Receive and store stock
TLID2013A	Move materials mechanically using automated equipment
TLID1002A	Shift a load using manually-operated equipment
TLID2004A	Load and unload goods/cargo
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
BSBCUS201B	Deliver a service to customers
BSBINM201A	Process and maintain workplace information

Administrator

Unit code	Unit title
BSBWOR204A	Use business technology
FNSACC301A	Process financial transactions and extract interim reports

Administrator

SFI20611 Certificate II in Seafood Industry (Sales and Distribution)

Modification History

Release	TP Version	Comments
4	SFI11v2.2	*HLTFA311A Apply first aid* replaced with *HLTAID003 Provide first aid* *SIRXCLM001A Organise and maintain work areas* replaced with *SIRXCLM101 Organise and maintain work areas*
3	SFI11v1.3	*HLTFA301B Apply first aid* replaced with *HLTFA311A Apply first aid* in response to regulatory changes
2	SFI11v1.1	*TLID2010A Operate a forklift* replaced with *TLILIC2001A Licence to operate a forklift truck* in response to regulatory changes Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

Description

This qualification specifies the competencies relevant to people working in the sales and distribution sector of the seafood industry (wholesale and/or retail). It comprises the base entry point into this sector of the industry and provides people with a range of core and underpinning competencies relevant to retail and wholesale work.

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 undertake a broad range of routine processes and procedures which may include:

- handling and basic processing of seafood
- 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:

- factory hand
- seafood or fish packer
- seafood or fish seller
- seafood or fish transporter
- store person or assistant.

Pathways Information

Pathways into the qualification
Pathways for candidates considering this qualification include:

- direct entry
- SFI10511 Certificate I in Seafood Processing, or other seafood industry stream qualification
- vocational experience or tertiary studies related to farming or animal husbandry, fishing, working with seafood, general sales and distribution.

Pathways from the qualification
After achieving this qualification, candidates may undertake:

- SFI30611 Certificate III 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 for some competencies.

Entry Requirements

Not Applicable

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Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
SFI20611 Certificate II 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	• communicating information about problems with work • communicating information relating to OHS • completing work forms and required written documentation • demonstrating effective and appropriate interpersonal skills • interpreting and applying workplace procedures and instructions • sharing workplace information • using communication and information technologies to support work operations.
Teamwork	• identifying own role and responsibilities within a team • identifying team goals • maintaining health and safety of work area for self and others • providing assistance to others in the work area • sharing work-related information • working as part of a team.
Problem solving	• applying knowledge of materials, product purpose and processes to work operations • identifying and reporting any workplace hazards • identifying workplace problems and making contributions to their solution • identifying and applying OHS issues relating to work in the food industry • monitoring workplace activities and identifying and reporting non-compliances.
Initiative and enterprise	• asking questions regarding requirements and expectations • gathering and interpreting information to support safe and efficient work • inspecting quality of work on an ongoing basis

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• making suggestions for continuous improvement • providing feedback on procedures and processes • recording basic information on the quality and other indicators of work outcomes.
Planning and organising	• directing correct product for dispatch • identifying work requirements and work load priorities • identifying and using relevant personal protective equipment (PPE) • identifying and reporting issues affecting ability to meet work outcomes • organising work area to maintain housekeeping standards • planning work activities to meet daily work requirements • selecting and organising relevant product and load-shifting equipment • using stock rotation methods.
Self-management	• accepting responsibility for quality of own work • applying food safety practices • identifying personal responsibilities • keeping the work area clean and tidy at all times • maintaining own work efficiency • monitoring own work • participating in OHS practices • planning to meet required work outcomes of self and team.
Learning	• asking questions to expand own knowledge • assessing own competencies in meeting job requirements • attending training or skill development activities • identifying own skill requirements and seeking skill development if required • listening to feedback and advice of supervisors.
Technology	• using manual handling technologies in the workplace • using computer software to generate forms and labels, and record information.

Packaging Rules

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Packaging Rules

A total of fifteen (15) units of competency must be achieved.

- four (4) core units *plus*
- three (3) sales and distribution specialist elective units (Group A) *plus*
- eight (8) 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 three (3) units can be imported, however, at least two (2) of those units must be aligned to Certificate II or III level. Units must be relevant to seafood sales and distribution and not duplicate skills 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
SFIDIST201C	Prepare, cook and retail seafood products
SFIDIST202C	Retail fresh, frozen and live seafood
SFIEMS201B	Participate in environmentally sustainable work practices
SFIFISH209C	Maintain the temperature of seafood

Unit code	Unit title
SFIPROC102C	Clean work area
FDFFS2001A	Implement the food safety program and procedures
FDFOP2010A	Work with temperature controlled stock

Group B: Other elective units

Business services

Unit code	Unit title
BSBCUS201B	Deliver a service to customers
BSBINM201A	Process and maintain workplace information
BSBWOR204A	Use business technology
FNSACC301A	Process financial transactions and extract interim reports

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

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Unit code	Unit title
HLTAID003	Provide first aid

Quality assurance and food safety

Unit code	Unit title
FDFOP2063A	Apply quality systems and procedures

Retail operations

Unit code	Unit title
SIRRMER001A	Merchandise food products* *SIRRFSA001A Apply retail food safety practices*
SIRRMER003A	Prepare and display fast food items* *SIRRFSA001A Apply retail food safety practices*
SIRRRPK001A	Advise on food products and services* *SIRRFSA001A Apply retail food safety practices*
SIRXCCS201	Apply point-of-sale handling procedures
SIRXCCS202	Interact with customers
SIRXCLM101	Organise and maintain work areas
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXICT001A	Operate retail technology
SIRXINV001A	Perform stock control procedures
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services
SIRXSLS201	Sell products and services

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Seafood processing

Unit code	Unit title
SFIPROC101C	Clean fish* *SFIPROC106B Work with knives*
SFIPROC105B	Fillet fish and prepare portions* *SFIPROC106B Work with knives*
SFIPROC106B	Work with knives
SFIPROC201C	Head and peel crustaceans
SFIPROC202C	Process squid, cuttlefish and octopus
SFIPROC203C	Shuck molluscs

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
TLID2013A	Move materials mechanically using automated equipment
TLID1001A	Shift materials safely using manual handling methods
TLID1002A	Shift a load using manually-operated equipment
TLID2004A	Load and unload goods/cargo
TLILIC2001A	Licence to operate a forklift truck

SUG10102 Certificate I in Sugar Milling

Administrator

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 I in Sugar Milling
Core units*	**Specialist units**		
90 points (if operating in only one specialist area/stream) **Or**: 100 points** (if operating in more than one specialist area/stream)	**A maximum of 40 points may be taken from Band B aligned units**		
	Minimum of 40 points from Band A Specialist units.	Maximum of 150 points from any one category of Elective units	**320 points**

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*Core units are not aligned to a Band

**If work functions span Transport and Services streams, the same Core units apply and the total value of Core units is 90 points. If moving between processing and Transport or Services streams, completion of an additional core unit is required. Where this is the case, the total value of Core units is 100 points.

SUG20102 Certificate II 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.

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Packaging Rules

Sugar Industry Units		Elective units	Total Points required for Certificate II in Sugar Milling
Core units	**Specialist units**		
90 points (if operating in only one specialist area/stream) **Or:** 100 points (if operating in more than one specialist area/stream)	Minimum of 90 points from Band B Specialist units.	Maximum of 310 points from any one category of Elective units	**640 points**

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