

**Victorian Purchasing Guide
FDF03
Food Processing Industry
Training Package**

**Version No 4
Date: March 2009**



This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager General Manufacturing (Telephone: 03 9238 8410 Facsimile: 03 9238 8504) on behalf of Skills Victoria.

Purchasing Guide – Version History

Purchasing Guide Version	Date Approved	Training Package Version	Comments
4	2009	3	<p>May 2007:</p> <ul style="list-style-type: none"> ▪ Addition of two new Food Safety Auditor qualifications (Certificate IV & Diploma) and four high risk food safety auditor units at AQF 4 and 5 levels. ▪ Addition of two new Pharmaceutical Manufacturing qualifications (Certificate IV & Diploma) plus 6 specialist units at AQF4 & 5 levels and 4 additional specialist units at AQF2 level ▪ Please note: The revision and recoding of Good Manufacturing Practice core units at AQF 2 & 3. <ul style="list-style-type: none"> - FDFPHMGMP2A - FDFPHMGMP3A <p>are not included in this guide because the units are not available from the NTIS website. Only the 'superseded' units are available:</p> <ul style="list-style-type: none"> - FDFPHGMP2A - FDFPHGMP3A
3	2005	2	<p>November 2005:</p> <ul style="list-style-type: none"> ▪ Revision and coding changes made to the following units: FDFIMMIA4A Manage Internal Audit – recoded to FDFIMMA4A FDFOPTAP3A Participate in an Audit process, has been recoded FDFOPTAP3A. ▪ Addition of TAA imported units at AQF 4 & 5 to replace former BSZ units.
2	2005	2	<p>August 2005:</p> <ul style="list-style-type: none"> ▪ Inclusion of four new Food Safety Auditing units under Specialist Units AQF levels four and five.
1	2003	1	Revised edition of Training Package

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VICTORIAN PURCHASING GUIDES

The Victorian Purchasing Guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria. You can view, download or print your own copy of the Purchasing Guide from the Training Support Network (TSN) website at – <http://trainingsupport.otte.vic.gov.au/>

Definitions used in this Purchasing Guide

Term	Definition
Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary in order to adequately present the educational material. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Replaced Qualification Code	National identifier of the accredited course or Training Package qualification replaced by this Training Package.
Replaced Qualification Title	National title of the accredited course or Training Package qualification replaced by this Training Package.
No New Enrolments in	The date from which all new enrolments must be in this Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.
Scope of Registration	The scope that identifies the particular services and products that can be provided by a Registered Training Organisation (RTO). A Registered Training Organisation can be registered to provide either: <ul style="list-style-type: none"> training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment. In addition, scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.
Apprenticeships and Traineeships	Apprenticeships and Traineeships combine practical work with structured training under a training contract to give people an industry relevant nationally recognised qualification.
Pre-requisite	A pre-requisite is a requirement for the attainment of a particular unit or units prior to commencement of another unit of competency.
Entry Requirement	Entry requirements do not form part of the qualification, but are specific to the knowledge, skills or experience required to enter and successfully undertake an education or training program. They should be expressed in terms of competency, units of competency or equivalent, and may include licensing or industry recognised standards.

Term	Definition
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Practical Placement	<p>Practical placement refers to any structured workplace learning, including but not limited to, work observation and work experience undertaken by a student as part of a course or training program.</p> <p>Used as a delivery strategy, it forms part of a course to enhance student learning.</p> <p>Practical Placement Guidelines for Victoria can be downloaded from the Skills Victoria website http://www.skills.vic.gov.au/practicalplacement.asp.</p> <p>Practical placement does not apply for an apprentice or trainee under a registered training contract.</p>
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What are Training Packages?

Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. Teachers and trainers develop learning strategies – the 'how' – depending on learners' needs, abilities and circumstances. Training Packages are developed by industry through [National Industry Skills Councils \(www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm\)](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm) or by enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training Packages complete a quality assurance process and are then endorsed by the [National Quality Council \(NQC\) \(www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm\)](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm) and placed on the [National Training Information Service \(NTIS\) \(www.ntis.gov.au\)](http://www.ntis.gov.au).

FDF03 FOOD PROCESSING INDUSTRY TRAINING PACKAGE PURCHASING GUIDE

INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation (RTO), this Guide will assist you in using the **FDF03 Food Processing Industry Training Package**. The Guide must be read in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

What do I need to deliver this Training Package?

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the outlined in the Australian Quality and Training Framework (AQTF):

[AQTF 2007 Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf)
http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf

You must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the *AQTF 2007 Essential Standards for Registration*.

Where do I get this Training Package?

You can purchase the Training Package from TVET Australia (www.tvetaustralia.com) or the Industry Skills Council (see 'Links and Contacts'). In addition, you can view and download the endorsed components from the [National Training Information Service](http://www.ntis.gov.au) (www.ntis.gov.au).

What industry sectors are covered?

The **Food Processing Industry Training Package (FDF03)** provides coverage of the following Food Processing industry sectors:

Aerated Waters	Honey Processing
Biscuits	Ice Processing
Cake	Pastry
Coffee	Pet food
Confectionery	Pharmaceutical Manufacturing *
Dairy Processing	Plant Baking *
Edible Oils and Fats	Poultry
Egg Processing	Retail Baking *
Flour Milling	Sales *
Food Safety Auditor *	Stockfeed Milling
Fruit and Vegetable	Tea
General Foods	

* Note: Separate qualification arrangements apply to these sectors.

REGISTRATION

Under the AQTF 2007

(www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/default.htm), RTOs issue nationally recognised qualifications and Statements of Attainment in the vocational education and training sector.

To offer qualifications and Statements of Attainment from the **FDF03 Food Processing Industry Training Package**, RTOs must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

How does a training organisation become registered?

To gain and maintain registration, RTOs must comply with the nationally agreed standards for training organisations under the AQTF 2007 – across a specified scope of qualifications.

The Victorian registering body registers training organisations and audits them for compliance with the *AQTF 2007 Essential Standards for Registration*.

Applications for registration are made to the registering body in the State or Territory where you have your head office, or where you will conduct most or all of your training and assessment. Because registration is recognised nationally, you make one registration application and pay one registration fee. (However, other fees may apply, for example if the scope of registration alters.)

Details regarding registration as a Training Organisation in Victoria can be found at the Victorian Registration and Qualifications Authority (VRQA) website: <http://www.vrqa.vic.gov.au/reg/registration.htm>

What are the AQTF 2007 Essential Standards for Registration?

The *AQTF 2007 Essential Standards for Registration* are the nationally agreed standards for training organisations under the *Australian Quality Training Framework* adopted by Ministers for vocational education and training. The revised *AQTF 2007 Essential Standards for Registration and AQTF 2007 Standards for State and Territory Registering Bodies* were introduced on and effective from 1 July 2007. The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that ensures the quality of vocational education and training products and services throughout Australia.

There are two publications to support the development of the standards available on the [training.com.au](http://www.training.com.au) website:

[AQTF 2007 Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf)

http://www.training.com.au/documents/aqtf2k7_ess-std-reg_final2.pdf - standards for RTOs

[AQTF 2007 Users' Guide to the Essential Standards for Registration](http://www.training.com.au/documents/aqtf2k7_usr-guide-ess-std_final2.pdf)

http://www.training.com.au/documents/aqtf2k7_usr-guide-ess-std_final2.pdf - users' guide to the standards for RTO's

QUALIFICATIONS

The **FDF03 Food Processing Industry Training Package** provides the following qualifications:

Code	Title	Maximum Nominal Hours	Comments
Food Processing Industry Qualifications			
FDF10103	Certificate I in Food Processing	220	Replaces FDF10198
FDF20103	Certificate II in Food Processing	500	Replaces FDF20198
FDF30103	Certificate III in Food Processing	660	Replaces FDF30198
FDF40103	Certificate IV in Food Processing	1090	Replaces FDF40198
FDF50103	Diploma of Food Processing	1530	Replaces FDF50198
Pharmaceutical Manufacturing Qualifications			
FDF10203	Certificate I in Pharmaceutical Manufacturing	220	Replaces FDF10298
FDF20203	Certificate II in Pharmaceutical Manufacturing	510	Replaces FDF20298
FDF30203	Certificate III in Pharmaceutical Manufacturing	660	Replaces FDF30298
FDF40207	Certificate IV in Pharmaceutical Manufacturing	1100	New qualification 2007
FDF50207	Diploma of Pharmaceutical Manufacturing	1500	New qualification 2007
Food Processing (Plant Baking) Qualifications			
FDF10303	Certificate I in Food Processing (Plant Baking)	220	Replaces FDF10398
FDF20303	Certificate II in Food Processing (Plant Baking)	400	Replaces FDF20398
FDF30303	Certificate III in Food Processing (Plant Baking)	620	Replaces FDF30398
Food Processing (Retail Baking) Qualifications			
FDF10803	Certificate I in Food Processing (Retail Baking)	210	Replaces FDF10800
FDF30503	Certificate III in Food Processing (Retail Baking – Cake and Pastry)	730	Replaces FDF20500 and FDF30500
FDF30603	Certificate III in Food Processing (Retail Baking – Bread)	630	Replaces FDF20600 and FDF30600
FDF30703	Certificate III in Food Processing (Retail Baking – Combined)	1000	Replaces FDF20700 and FDF30700

Code	Title	Maximum Nominal Hours	Comments
Food Processing (Sales) Qualifications			
FDF10903	Certificate I in Food Processing (Sales)	210	New qualification
FDF20903	Certificate II in Food Processing (Sales)	400	New qualification
FDF30903	Certificate III in Food Processing (Sales)	540	New qualification
Food Safety Auditing Qualifications			
FDF41007	Certificate IV in Food Processing (Food Safety Auditing)	1100	New qualification 2007
FDF51007	Diploma of Food Processing (Food Safety Auditing)	1600	New qualification 2007

- Maximum Nominal hours for the qualification — includes the units in the qualification and their prerequisites.
- In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the nominal hours as they are outside the qualification packaging rules.

TRANSITION

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **FDF03 Food Processing Industry Training Package**.

When should new enrolments be in this Training Package?

The initial transition date of 31 December 2003 applies only to the original release of this Victorian Purchasing Guide. The qualifications added to this Version 4 are available immediately using the formal application process as specified on page 11.

What about currently enrolled students?

Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification. The Transition Arrangements table of this Guide provides information to assist this process. When making the decision to transfer to the new qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the new qualification and any potential advantage or disadvantage to learners.

Transition Arrangements

The following qualifications are equivalent to the replaced qualifications. RTOs delivering one or more of the following replaced qualifications will be able to add the new qualifications to their scope of registration by emailing or faxing back the forms supplied by the VRQA.

Training Package Qualification Code	Training Package Qualification Title	Replaced Qualification Code	Replaced Qualification Title
FDF10103	Certificate I in Food Processing	FDF10198	Certificate I in Food Processing
FDF20103	Certificate II in Food Processing	FDF20198	Certificate II in Food Processing
FDF30103	Certificate III in Food Processing	FDF30198	Certificate III in Food Processing
FDF40103	Certificate IV in Food Processing	FDF40198	Certificate IV in Food Processing
FDF50103	Diploma of Food Processing	FDF50198	Diploma of Food Processing
FDF10203	Certificate I in Pharmaceutical Manufacturing	FDF10298	Certificate I in Pharmaceutical Manufacturing
FDF20203	Certificate II in Pharmaceutical Manufacturing	FDF20298	Certificate II in Pharmaceutical Manufacturing
FDF30203	Certificate III in Pharmaceutical Manufacturing	FDF30298	Certificate III in Pharmaceutical Manufacturing
FDF10303	Certificate I in Food Processing (Plant Baking)	FDF10398	Certificate I in Food Processing (Plant Baking)
FDF20303	Certificate II in Food Processing (Plant Baking)	FDF20398	Certificate II in Food Processing (Plant Baking)
FDF30303	Certificate III in Food Processing (Plant Baking)	FDF30398	Certificate III in Food Processing (Plant Baking)
FDF10803	Certificate I in Food Processing (Retail Baking)	FDF10800	Certificate I in Food Processing (Retail Baking)

Training Package Qualification Code	Training Package Qualification Title	Replaced Qualification Code	Replaced Qualification Title
FDF30503	Certificate III in Food Processing (Retail Baking – Cake and Pastry)	FDF20500 and/or FDF30500	Certificate II in Food Processing (Retail Baking-Cake and Pastry)
			Certificate III in Food Processing (Retail Baking – Cake and Pastry)
FDF30603	Certificate III in Food Processing (Retail Baking – Bread)	FDF20600 and/or FDF 30600	Certificate II in Food Processing (Retail Baking – Bread)
			Certificate III in Food Processing (Retail Baking – Bread)
FDF30703	Certificate III in Food Processing (Retail Baking – Combined)	FDF20700 and/or FDF 30700	Certificate II in Food Processing (Retail Baking – Combined)
			Certificate III in Food Processing (Retail Baking – Combined)

The following qualifications are **new qualifications**. RTOs will be able to add these qualifications to their scope of registration using the standard application process.

Training Package Qualification Code	Training Package Qualification Title
FDF40207	Certificate IV in Pharmaceutical Manufacturing
FDF50207	Diploma of Pharmaceutical Manufacturing
FDF41007	Certificate IV in Food Processing (Food Safety Auditing)
FDF51007	Diploma of Food Processing (Food Safety Auditing)

ENDORSEMENT PERIOD FOR TRAINING PACKAGES

There is a difference between the accreditation period of a state accredited course and the endorsement of a Training Package qualification. For Training Packages, the National Quality Council specifies a date that the review of the Training Package is to be completed. This date is not an expiry date, therefore, Training Package qualifications are current until they are replaced by qualifications in the reviewed or re-endorsed Training Package. In the case of a course, currency is for a fixed period of time determined at the time of accreditation and is recorded on the National Training Information Service (NTIS).

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **FDF03 Food Processing Industry Training Package**. *RTOs should be familiar with the mapping tables contained within the current Training Package.*

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **FDF03 Food Processing Industry Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
FDF Core Units		
Core AQF 1		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
Core AQF 2		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20
Core AQF 3		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
Core Pharmaceutical (GMP) AQF 1, 2 and 3		
FDFPHGMP1A	Follow work procedures to maintain Good Manufacturing Practice	40
FDFPHGMP2A	Implement Good Manufacturing Practice procedures	60
FDFPHGMP3A	Monitor the implementation of Good Manufacturing Practice procedures	80
FDF Optional Units (AQF 1, 2 and 3)		
FDFOPTENV1A	Follow work procedures to maintain environmental standards	30
FDFOPTMR1A	Measure and record workplace information	30
FDFOPTSPC2A*	Apply principles of statistical process control	30
FDFOPTISP2A	Implement sampling procedures	20
FDFOPTSA2A	Participate in sensory analyses	40

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF Optional Units (AQF 1, 2 and 3) (Cont).		
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTENV2A	Implement environmental policies and procedures	30
FDFOPTTG2A	Participate in work teams and groups	20
FDFOPTFST2A	Maintain food safety when loading, unloading, and transporting food	40
FDFOPTWFS2A	Work in a food handling area for non-food handlers	30
FDFOPTSD2A	Work in a socially diverse environment	30
FDFOPTIPP3A	Implement the pest prevention program	40
FDFOPTTG3A	Lead work teams and groups	40
FDFOPTENV3A	Monitor the implementation of environmental management policies and procedures	60
FDFOPTPAP3A*	Participate in an audit process	50
FDFOPTHCP3A*	Participate in a HACCP team	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFOPTRWP3A	Report on workplace performance	30
FDFOPTSM3A	Support and mentor individuals and groups	30

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF Multi-Sector Specialist Units		
Cleaning & Sanitation AQF 1 and 2		
FDFZCSAW1A	Operate automated washing equipment	20
FDFZCSCS2A	Clean and sanitize equipment	30
FDFZCSCIP2A	Clean equipment in place	30
Materials Handling AQF 1 and 2		
FDFZMHH1A	Carry out manual handling tasks	30
FDFZMHLU2A	Load and unload tankers	30
FDFZMHDT2A	Operate a bulk dry goods transfer process	30
FDFZMHLT2A	Operate a bulk liquid transfer process	30
FDFZMHFS2A	Work in a freezer storage area	20
FDFZMHTS2A	Work with temperature controlled stock	30
Packaging AQF 1, 2 and 3		
FDFZPKPM1A	Pack product manually	20
FDFZPKFCC2A	Fill and close product in cans	60
FDFZPKBSB2A	Operate a blending, sieving and bagging process	50
FDFZPKFS2A	Operate a fill and seal process	60
FDFZPKFFS2A	Operate a form, fill and seal process	60
FDFZPKHSW2A	Operate a high speed wrapping process	50
FDFZPKCPP2A	Operate a case packing process	50
FDFZPKPP2A	Operate a packaging process	50
FDFZPKSYS3A*	Operate processes in a packaging system	60
Preparation and Mixing AQF 1 and 2		
FDFZPMIS1A	Inspect and sort materials and product	30
FDFZPMBM1A	Prepare basic mixes	20
FDFZPMDNB2A	Dispense non-bulk ingredients	30
FDFZPMMB2A	Operate a mixing/blending process	40

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF Multi-Sector Specialist Units		
Production AQF 1, 2 and 3		
FDFZPRMP1A	Monitor process operation	30
FDFZPRBE1A	Operate basic equipment	30
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRBP2A	Operate a baking process	60
FDFZPRTC2A	Operate a chocolate tempering process	40
FDFZPRCP2A	Operate a coating application process	40
FDFZPRDTP2A	Operate a depositing process	60
FDFZPROD2A	Operate a drying process	60
FDFZPRER2A	Operate an enrobing process	40
FDFZPREP2A	Operate an evaporation process	60
FDFZPREX2A	Operate an extrusion process	60
FDFZPRFP2A	Operate a filtration process	60
FDFZPRFY2A	Operate a frying process	60
FDFZPRHT2A	Operate a heat treatment process	60
FDFZPROH2A	Operate an homogenising process	30
FDFZPRMBC2A	Operate a mixing/blending and cooking process	60
FDFZPRRM2A	Pre-process raw materials	40
FDFZPRPR2A	Operate a production process	60
FDFZPRPP2A	Operate pumping equipment	30
FDFZPRRN2A	Operate a reduction process	30
FDFZPROR2A	Operate a retort process	60
FDFZPRSEP2A	Operate a separation process	60
FDFZPRSPS2A	Operate a spreads production process	60

Unit Code	Unit Title	Nominal Hours
FDf Multi-Sector Specialist Units		
Production AQF 1, 2 and 3 (Cont).		
FDfZPRWD2A	Operate a washing and drying process	30
FDfZPRWP2A	Operate a water purification process	50
FDfZPRCR2A*	Work in a clean room environment	30
FDfZPRCI2A	Operate a process control interface	40
FDfZPRIPK3A	Apply raw materials/ ingredient and process knowledge	60
FDfZPRSYS3A*	Operate processes in a production system	60
FDfZPRSP3A	Set up a production/packaging line for operation	50
FDf Sector Specialist Units		
Aerated Waters AQF 2		
FDfAWDMC2A	Operate a de-aeration, mixing and carbonation process	60
Biscuits AQF 2		
FDfBISFS2A	Operate a forming/shaping process	60
FDfBISETP2A	Manufacture extruded and toasted products	50
FDfBISWP2A	Manufacture wafer products	40
FDfBISRC2A	Manufacture rye crisp breads	40
Cake AQF 2		
FDfCAKCSP2A	Operate a cooling and slicing process	50
Coffee AQF 2		
FDfTCRG2B	Manufacture coffee (roast and ground)	120
Confectionery AQF 2		
FDfCONFBS2A	Operate a boiled confectionery process	60
FDfCONFCC2A	Operate a chocolate conching process	40
FDfCONFRC2A	Operate a chocolate refining process	40
FDfCONFCP2A	Operate a chocolate depositing/moulding process	50

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF Sector Specialist Units		
Confectionery AQF 2 (Cont).		
FDFFCONFDP2A	Operate a confectionery depositing process	50
FDFFCONFGC2A	Operate a granulation and compression process	60
FDFFCONFPP2A	Operate a panning process	50
FDFFCONFSM2A	Operate a starch moulding process	60
Dairy Processing AQF 2		
FDFFDPBC2B	Operate a butter churning process	50
FDFFDPBOP2A	Operate a butter oil process	60
FDFFDPCM2B	Operate a cheese pressing and moulding process	40
FDFFDPBF2B	Operate a continuous freezing process	60
FDFFDPCH2B	Operate a cooling and hardening process	25
FDFFDPCC2B	Operate a curd production and cutting process	50
FDFFDPFP2B	Operate a fermentation process	50
FDFFDPHS2B	Operate a holding and storage process	25
FDFFDPMP2B	Operate a membrane process	60
Edible Oils and Fats AQF 2		
FDFFEOBP2B	Operate a bleaching process	60
FDFFEOCP2A	Operate a complecting process	60
FDFFEODP2B	Operate a deodorising process	60
FDFFEOFL2A	Operate a flake preparation process	50
FDFFEOFP2B	Operate a fractionation process	50
FDFFEOHP2B	Operate a hydrogenation process	60
FDFFEOIN2B	Operate an interesterification (IE) process	60
FDFFEONP2B	Operate a neutralisation process	60
FDFFEOSSP2A	Operate a soap splitting process	60
FDFFEOWP2B	Operate a winterisation process	30
Flour Milling AQF 2		
FDFFFMWB2B	Operate a break roll process	30
FDFFFMGC2B	Operate a grain cleaning process	40

Unit Code	Unit Title	Nominal Hours
FDF Sector Specialist Units (Cont.)		
Flour Milling AQF 2 (Cont.)		
FDFFMCO2B	Operate a grain conditioning process	20
FDFFMPP2B	Operate a purification process	30
FDFFMSS2B	Operate a scalping and grading process	40
FDFFMSS2B	Operate a scratch and sizing process	30
Fruit and Vegetable AQF 2		
FDFFVFP2B	Operate a freezing process	60
Honey AQF 2		
FDFHYCH2A	Operate a creamed honey manufacture process	60
Ice AQF 2		
FDFICIM2A	Operate an ice manufacturing process	60
Pastry AQF 2		
FDFPASMD2A	Operate a doughnut making process	50
FDFPASMG2A	Operate a griddle production process	50
FDFPASFF2A	Operate a pastry forming and filling process	50
FDFPASMP2A	Operate a pastry production process	60
Pharmaceutical AQF 2		
FDFPHCLS2A	Co-ordinate a label store	60
FDFPHDRM2A	Dispense pharmaceutical raw materials	50
FDFPHAFS2A*	Operate an aseptic fill and seal process	60
FDFPHFFS2A*	Operate an aseptic form, fill and seal process	70
FDFPHCP2B	Operate a compressing process	60
FDFPHEP2B	Operate an encapsulation process	60
FDFPHGP2B	Operate a granulation process	60
FDFPHLM2B	Operate a liquid manufacturing process	70
FDFPHTC2B	Operate a tablet coating process	60
FDFPHTSP2A	Operate a terminal sterilisation process	70

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF Sector Specialist Units (Cont.)		
Pharmaceutical AQF 2 (Cont.)		
FDFPHEXT2A	Operate an extraction process	40
FDFPHCON2A	Operate a concentration process	40
FDFPHFIL2A	Operate a filtration process using diatomaceous earth	50
FDFPHSPC2A	Operate a separation process using chromatography	60
Plant Baking Bread AQF 1, 2 and 3		
FDFPBW1A	Participate effectively in a workplace environment (plant baking)	30
FDFPBSW2B	Operate a cooling, slicing and wrapping process	50
FDFPBBMU3A	Operate a dough make up process	60
FDFPBDM3A	Operate a dough mixing process	80
FDFPBBFP3A	Operate a final proof and baking process	50
Poultry AQF 2 and 3		
FDFPOGC2B	Grade carcass	30
FDFPOHE2A	Harvest edible offal	20
FDFPOAC2A	Operate an automated cutting process	40
FDFPORH2A	Operate a bird receival and hanging process	30
FDFPODM2B	Operate a dicing/stripping or mincing process	30
FDFPOEP2B	Operate an evisceration process	50
FDFPOOIM2A	Operate a marinade injecting process	30
FDFPOPS2A	Operate a portion saw	40
FDFPOSK2B	Operate a stunning, killing and defeathering process	50
FDFPOOWC2A	Operate a washing and chilling process	40
FDFPODF3B	Debone and fillet product (manually)	60
FDFPOCWS3A	Operate a chickway system	60
Retail Baking AQF 1, 2 and 3		
FDFRBFP1B	Finish products	20
FDFRBDC2B	Decorate cakes and cookies	60
FDFRBFF2B	Form and fill pastry products	40
FDFRbfd2B	Freeze dough	20

Unit Code	Unit Title	Nominal Hours
FDF Sector Specialist Units (Cont.)		
Retail Baking AQF 1, 2 and 3 (Cont.)		
FDFRBPF2B	Prepare fillings	30
FDFRBCP2B	Produce choux pastry	20
FDFRBPM2B	Produce meringue-based products	20
FDFRBPY2B	Produce yeast-raised products	50
FDFRBRD2B	Retard dough	20
FDFRBBB2B	Bake bread	40
FDFRBPP2B	Bake pastry products	30
FDFRBBC2B	Bake sponges, cakes and cookies	50
FDFRBFM2B	Conduct final mould and final proof	30
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)	60
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)	60
FDFRBDP3B	Participate in product development	50
FDFRBSP3B	Plan and schedule production	50
FDFRBGT3A*	Produce and decorate gateaux and tortes	80
FDFRBAB3A*	Produce artisan breads	80
FDFRBDP2B	Produce bread dough	80
FDFRBPP2B	Produce pastry	50
FDFRBPC2B	Produce sponge, cake and cookie batter	70
FDFRBSM2B	Scale and mould dough for intermediate proof	30
Stockfeed Milling AQF 2		
FDFSFGP2B	Operate a grinding process	30
FDFSFPF2A	Operate a pelleting process	50
FDF AQF4 and 5 Specialist Units		
Information Management		
FDFIMWB4A	Manage a work area within budget	50
FDFIMMA4A*	Manage internal audits	50
FDFIMEPC4A*	Establish process capability	50

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDF AQF 4 and 5 Specialist Units (Cont.)		
People Management / Workplace Relationships		
FDFPMPW4A*	Manage people in the work area	50
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPMMAC5A	Manage supplier agreements and contracts	50
Planning		
FDFPLPCM4A	Plan and co-ordinate maintenance	50
FDFPLSCP4A	Schedule and manage production	50
FDFPLDMP5A*	Design and maintain programs to support legal compliance	50
Process Improvement		
FDFPIOWP4A*	Optimise a work process	50
Technical		
FDFTECENG4A*	Apply basic engineering principles to a food production process	70
FDFTECPAK4A	Apply principles of food packaging	50
FDFTECFAD4A	Apply an understanding of food additives	50
FDFTECLEG4A	Apply an understanding of legal requirements in food production	50
FDFTECCCS4A*	Control food contamination and spoilage	50
FDFTECNUM4A*	Describe and analyse data using mathematical principles	50
FDFTECPPR4A*	Participate in product recalls	50
FDFTECPSC4A	Identify the physical and chemical properties of materials, food and related products	70
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace	50
FDFTECWTP4A*	Manage water treatment processes	50
FDFTECPT5A	Manage and evaluate new product trials	60
FDFTECUTE5A	Manage utilities and energy for a production process	50

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
FDFFAQF 4 and 5 Specialist Units (Cont.)		
Pharmaceutical Manufacturing		
FDFPHCCP4A	Participate in change control procedures	70
FDFPHFCC4A	Facilitate contamination control	40
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice	80
FDFPHRNC4A	Respond to non-conformance	60
FDFPHRWD4A	Prepare and review workplace documentation to support GMP	80
FDFPHVP4A	Participate in validation processes	40
Food Safety Audit		
FDFFSACA*	Assess compliance with food safety programs	60
FDFFSDFSAA*	Conduct food safety audits	80
FDFFSCHZA*	Identify, evaluate and control food safety hazards	80
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	40
FDFFSBM4A	Audit bivalve mollusc growing and harvesting processes	50
FDFFSME4A	Audit manufacturing of ready-to-eat meat products	80
FDFFSHT4A	Audit a heat treatment process	90
FDFFSCC4A	Audit a cook chill process	60

* Unit has pre-requisite/s

Unit Code	Unit Title	Nominal Hours
Imported Units		
BSB01 Business Services		
BSBCM205A	Use business technology	30
BSBCM213A	Produce simple word processed documents	60
BSBCM214A	Create and use simple spreadsheets	20
BSBCM310A	Deliver and monitor a service to customers	35
BSBCM405A	Analyse and present research information	40
BSBCM412A	Promote innovation and change	50
BSBFL502A	Provide leadership in the workplace	60
BSBFL507A	Manage quality customer service	60
BSBFL510A	Facilitate and capitalise on change and innovation	60
BSBMGT503A	Prepare budgets and financial plans	60
BSBMGT504A	Manage budgets and financial plans	60
BSBMGT506A	Recruit, select and induct staff	60
BSBMKG403A	Analyse market data	60
BSBMKG404A	Forecast market and business needs	60
BSBMKG501A	Evaluate marketing opportunities	80
BSBMKG505A	Review marketing performance	40
BSBSBM301A	Research business opportunities	30
BSBSBM401A	Establish business and legal requirements	50
BSBSBM402A	Undertake financial planning	50
BSBSBM403A	Promote the business	50
BSBSBM404A	Undertake business planning	60
BSBSBM405A	Monitor and manage business operations	50
BSBSBM406A	Manage finances	50
BSBSBM407A	Manage a small team	40
MCM04 Manufacturing		
MCMC410A	Lead change in a manufacturing environment	50
MCMS401A	Ensure process improvements are sustained	50
MCMT260A	Use planning software systems in manufacturing	40
MCMT261A	Use SCADA systems in manufacturing	30

Unit Code	Unit Title	Nominal Hours
Imported Units (Cont.)		
MCM04 Manufacturing (Cont.)		
MCMT421A	Facilitate a Just in Time (JIT) system	50
MCMT430A	Improve cost factors in work practices	50
MCMT432A	Analyse manual handling processes	50
MCMT440A	Lead 5S in a manufacturing environment	50
MCMT450A*	Undertake process capability improvements	50
MCMT451A	Mistake proof a production process	50
MCMT460A*	Facilitate the use of planning software systems in manufacturing	50
MCMT461A*	Facilitate SCADA systems in a manufacturing team or work area	50
MCMT620A	Develop quick changeover procedures	60
PMA98 Chemical, Hydrocarbon and Oil Refining		
PMAPER200A	Work in accordance with an issued permit	10
PMAPER300A	Issue work permits	10
PMAPER301A	Monitor and control work permits	10
PMB01 Plastics, Rubber and Cablemaking		
PMBPROD211A	Operate blow moulding equipment	60
PMBPROD270A	Operate injection blow moulding equipment	70
PMBOHS204B	Apply emergency / incident procedures	20
PMBQUAL390A	Solve problems using 'quality tools'	40
PMBMAINT405A	Identify problems in fluid power systems	40
PMBMAINT406A	Identify problems in electronic control systems	40
PML99 Laboratory Operations		
PMLTEST300A	Perform basis tests	60
PRM98 Asset Maintenance		
PRMCL18A	Clean a unit or location to achieve a low bacteria condition	15
PSP99 National Public Services		
PSPPM502A	Manage projects	80
RUA98 Agriculture		
RUAAG2350GRA	Prepare grain storages	32

Unit Code	Unit Title	Nominal Hours
Imported Units (Cont.)		
RUA98 Agriculture (Cont.)		
RUAAG3356GRA	Handle grain in storage area	20
SUG02 Sugar Milling		
SUGPOBB2A	Operate a boiler – basic	60
SUGPWWT2A	Operate a waste water treatment system	40
TAA04 Training and Assessment		
TAADEL301A	Provide training through instruction and demonstration skills	40
TAAASS301A	Contribute to assessment	10
TAAASS401A	Plan and organise assessment	10
TAAASS402A	Assess competence	15
TAAASS403A	Develop assessment tools	30
TAAASS404A	Participate in assessment validation	20
TAADES402A	Design and develop learning programs	40
TDT02 Transport and Distribution		
TDTA1497B	Use product knowledge to complete work operations	20
TDTD297B	Shift a load using manually-operated equipment	20
TDTD397C	Handle dangerous goods/hazard-ous substances	40
TDTD497B	Load and unload goods/cargo	30
TDTD1097B	Operate a forklift	40
TDTK197B	Use infotechnology devices and computer applications in the workplace	40
TDTJ398B	Apply grain protection measures	20
TDTJ498B	Implement grain monitoring measures	20
TDTA3801A	Control and order stock	40
TDTA3901A	Receive and store stock	40
TDTA1697B	Use inventory systems to organise stock control	30
THH02 Hospitality		
THHADPT04B	Prepare and display petits fours	30
THHADPT05B	Prepare and model marzipan	24
THHADPT07B	Prepare and display sugar work	48
THHADCC06B	Prepare chocolate and chocolate confectionery	60
THHGHS03B	Provide first aid	24

Unit Code	Unit Title	Nominal Hours
Imported Units (Cont.)		
WRR02 Retail		
WRR11B	Perform stock control procedures	36
WRRCS3B	Interact with customers	36
WRRCA1B	Operate retail equipment	21
WRRS1B	Sell products and services	18
WRRS2B	Advise on products and services	27
WRRM1B	Merchandise products	30
WRRF2B	Perform retail finance duties	27
WRRF1B	Balance register/terminal	18
WRRLP2B	Minimise theft	21
WRRFM5B	Prepare and display bakery products	24
WRR15A	Maintain and order stock	36
WRRLP4B	Maintain store security	18

SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards. Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training – they simply show one possible option.

Do I have to devise a training program?

Under the *AQTF 2007 Essential Standards for Registration*, each Registered Training Organisation must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers all the required competencies and any pre-requisites. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The following sample training programs are for qualifications in the **FDF03 Food Processing Industry Training Package**. To view more sample training programs go to [Australian Apprenticeships Training Information Service \(www.aatinfo.com.au\)](http://www.aatinfo.com.au) and follow the links to 'Sample Training Programs'.

Occupation	Production Worker	
Qualification Title	Certificate I in Food Processing	
Qualification Code	FDF10103	
Description	Suitable competency profile for a trainee or base level production worker in a food processing plant working under direct supervision.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
Specialist / Optional Competencies		
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRBE1A	Operate basic equipment	30
FDFZPRMP1A	Monitor process operation	30
FDFZMHMH1A	Carry out manual handling tasks	30
Total Hours:		220

Occupation	Production Operator	
Qualification Title	Certificate II in Food Processing	
Qualification Code	FDF20103	
Description	Suitable competency profile for a production operator in a fruit and vegetable processing plant.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	
Core Competencies		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist / Optional Competencies		
FDFZMHMH1A	Carry out manual handling tasks	30
FDFZPRMBC2A	Operate a mixing/blending and cooking process	60
FDFZPRPR2A	Operate a production process	60
FDFZPRCI2A	Operate a process control interface	40
FDFZPKFCC2A	Fill and close product in cans	60
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTHCP3A	Participate in a HACCP team	50
Total Hours:		500

Occupation	Advanced Operator	
Qualification Title	Certificate III in Food Processing	
Qualification Code	FDF30103	
Description	Suitable competency profile for an advanced operator in a food processing plant.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist / Optional Competencies		
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPMMB2A	Operate a mixing/blending process*	40
FDFZPRDTP2A	Operate a depositing process*	60
FDFZPRCI2A	Operate a process control interface	40
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFOPTPIP3A	Participate in improvement processes	50
FDFOPTAP3A	Participate in an audit process	50
FDFOPTENV3A	Monitor the implementation of environmental management policies and procedures	60
Total Hours:		660

* Indicates that these units are pre-requisites for FDFZPRSYS3A Operate processes in a production system.

Occupation	Team Leader	
Qualification Title	Certificate III in Food Processing	
Qualification Code	FDF30103	
Description	Suitable competency profile for a workplace team leader in a food processing plant.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist / Optional Competencies		
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPMMB2A	Operate a mixing/blending process*	40
FDFZPRDTP2A	Operate a depositing process*	60
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRCI2A	Operate a process control interface	40
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFOPTPIP3A	Participate in improvement processes	50
FDFOPTRWP3A	Report on workplace performance	30
FDFOPTTG3A	Lead work teams and groups	40
Total Hours:		620

* Indicates that these units are pre-requisites for FDFZPRSYS3A Operate processes in a production system.

Occupation	Production Supervisor	
Qualification Title	Certificate IV in Food Processing	
Qualification Code	FDF40103	
Description	Suitable competency profile for a production supervisor in a medium to large food processing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist / Optional Competencies		
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPMMB2A	Operate a mixing/blending process*	40
FDFZPRDTP2A	Operate a depositing process*	60
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFOPHCP3A	Participate in a HACCP team	50
FDFOPTAP3A	Participate in an audit process	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFZPROD2A	Operate a drying process	60
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPLSCP4A	Schedule and manage production	50
FDFIMMWB4A	Manage a work area within budget	50
FDFTECCCS4A	Control food contamination and spoilage	50
FDFPMMPW4A	Manage people in the work area	50
FDFTECPPR4A	Participate in product recalls	50
FDFPIOWP4A	Optimise a work process	50
FDFIMMA4A	Manage internal audits	50
Total Hours:		1070

* Indicates these units are pre-requisites for FDFZPRSYS3A – Operate processes in a production system.

Occupation	Production Manager	
Qualification Title	Diploma of Food Processing	
Qualification Code	FDF50103	
Description	Suitable competency profile for production manager in a medium to large food processing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist / Optional Competencies		
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPRCI2A	Operate a process control interface*	40
FDFZPRDTP2A	Operate a depositing process*	60
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFOPHCP3A	Participate in a HACCP team	50
FDFOPTAP3A	Participate in an audit process	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFOPTSPC2A	Apply principles of statistical process control	30
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPLSCP4A	Schedule and manage production	50
FDFIMMA4A	Manage internal audits	50
FDFIMEPC4A	Establish process capability	50
FDFTECENG4A	Apply basic engineering principles to a food production process	70
FDFTECPPR4A	Participate in product recalls	50
FDFPIOWP4A	Optimise a work process	50
FDFTECNUM4A	Describe and analyse data using mathematical principles	50

FDF50103 Diploma of Food Processing (Cont.)		
FDFTECUTE5A	Manage utilities and energy for a production process	50
FDFPLDMP5A	Design and maintain programs to support legal compliance	50
FDFPMMAC5A	Manage supplier agreements and contracts	50
BSBMGT503A	Prepare budgets and financial plans	60
PSPPM502A	Manage projects	80
FDFTECPT5A	Manage and evaluate new product trials	60
BSBMGT506A	Recruit, select and induct staff	60
BSBFLM502A	Provide leadership in the workplace	60
Total Hours:		1530

* Indicates these units are pre-requisites for FDFZPRSYS3A – Operate processes in a production system.

Occupation	Production Worker	
Qualification Title	Certificate I in Pharmaceutical Manufacturing	
Qualification Code	FDF10203	
Description	Suitable competency profile for a trainee or base level production worker in a pharmaceutical manufacturing enterprise working under direct supervision.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFPHGMP1A	Follow work procedures to maintain Good Manufacturing Practice	40
Specialist/Optional Competencies		
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRBE1A	Operate basic equipment	30
FDFZPKPM1A	Pack product manually	20
FDFMHMH1A	Carry out manual handling tasks	30
Total Hours:		210

Occupation	Production Operator	
Qualification Title	Certificate II in Pharmaceutical Manufacturing	
Qualification Code	FDF20203	
Description	Suitable competency profile for a production operator in a pharmaceutical manufacturing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFPHGMP2A	Implement Good Manufacturing Practice procedures	60
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFPHDRM2A	Dispense pharmaceutical raw materials	50
FDFPHLM2B	Operate a liquid manufacturing process	70
FDFPHTSP2A	Operate a terminal sterilisation process	70
FDFPHTC2B	Operate a tablet coating process	60
FDFZPRWP2A	Operate a water purification process	50
FDFZPRCR2A	Work in a clean room environment	30
Total Hours:		510

Occupation	Leading Hand	
Qualification Title	Certificate III in Pharmaceutical Manufacturing	
Qualification Code	FDF30203	
Description	Suitable competency profile for a leading hand in a pharmaceutical manufacturing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFPHGMP3A	Monitor the implementation of Good Manufacturing Practice procedures	80
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFZPRSYS3A	Operate processes in a production system	60
FDFPHLM2B	Operate a liquid manufacturing process*	70
FDFPHTSP2A	Operate a terminal sterilisation process*	70
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZPRCI2A	Operate a process control interface	40
FDFZPRCR2A	Work in a clean room environment	30
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFOPTSM3A	Support and mentor individuals and groups	30
Total Hours:	TOTAL	620

* Indicates these units are pre-requisites for FDFZPRSYS3A – Operate processes in a production.

Occupation	Team Leader	
Qualification Title	Certificate IV in Pharmaceutical Manufacturing	
Qualification Code	FDF40207	
Description	Suitable competency profile for a team leader working in a medium to large pharmaceutical manufacturing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPHGMP4A	Facilitate and Monitor Good Manufacturing Practice	80
FDFPHFCC4A	Facilitate contamination control	40
FDFPHRWD4A	Prepare and review workplace documentation to support GMP	80
FDFPHRNC4A	Respond to non-conformance	60
Specialist/Optional Competencies		
FDFIMMWB4A	Manage a work area within budget	50
FDFPIOWP4A	Optimise a work process	50
MCMT460A	Facilitate the use of planning software systems in manufacturing	50
FDFTECENV4A	Manage the implementation of environmental management policies and procedures in the workplace	50
FDFPLSCP4A	Schedule and manage production	50
FDFZPRSYS3A	Operate processes in a production system	60
FDFPHLM2B	Operate a liquid manufacturing process *	70
FDFPHTSP2A	Operate a terminal sterilisation process *	70
FDFOPTRWP3A	Report on Workplace Performance	30
FDFZPRCR2A	Work in a clean room environment	30
FDFOPTTG3A	Lead work teams and groups	40
FDFOPTPIP3A	Participate in improvement processes	50
MCMT260A	Use planning software systems in manufacturing	40
Total Hours:		1000

* Indicates these units are pre-requisites for FDFZPRSYS3A Operate processes in a production system

Occupation	Production Manger	
Qualification Title	Diploma of Pharmaceutical Manufacturing	
Qualification Code	FDF50207	
Description	Suitable competency profile for a production manager working in a medium to large pharmaceutical manufacturing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFPMMPW4A	Manage people in a work area	50
FDFPLSCP4A	Schedule and manage production	50
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPHGMP4A	Facilitate and monitor Good Manufacturing Practice	80
FDFPHFCC4A	Facilitate contamination control	40
FDFPHRWD4A	Prepare and review workplace documentation to support GMP	80
FDFPHRNC4A	Respond to non-conformance	60
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
BSBFLM502A	Provide leadership in the workplace	60
BMBMGT506A	Recruit, select and induct staff	60
MCMT450A	Undertake process capability improvement	50
MCMS401A	Ensure process improvements are sustained	50
MCMT620A	Develop quick changeover procedures	60
FDFOPTRWP3A	Report on workplace performance	30
FDFIMMWB4A	Manage a work area within budget	50
FDFPIOWP4A	Optimise a work process	50
MCMT460A	Facilitate the use of planning software systems in manufacturing	50
MCMC410A	Lead change in a manufacturing environment	50
MCMT421A	Facilitate a Just in Time (JIT) system	50
FDPHCCP4A	Participate in change control procedures	70
FDFZPRCR2A	Work in a clean room environment	30

Specialist/Optional Competencies (Cont.)		
FDFOPTPIP3A	Participate in improvement processes	50
MCMT260A	User planning software systems in manufacturing	40
FDFAPRSYS3A	Operate processes in a production system	60
FDFPHLM2B	Operate a liquid manufacturing process *	70
FDFPHTSP2A	Operate a terminal sterilisation process *	70
FDFOPTSM3A	Support and mentor individuals and groups	30
Total Hours:		1440

* Indicates these units are pre-requisites for FDFZPRSYS3A – Operate processes in a production.

Occupation	Production Worker	
Qualification Title	Certificate I in Food Processing (Plant Baking)	
Qualification Code	FDF10303	
Description	Suitable competency profile for a trainee or base level production worker in a plant baking enterprise working under direct supervision.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
Specialist / Optional Competencies		
FDFPBW1A	Participate effectively in a workplace environment (plant baking)	30
FDFZPRBE1A	Operate basic equipment	30
FDFZPKPM1A	Pack product manually	20
FDFZMHMH1A	Carry out manual handling tasks	30
Total Hours:	TOTAL	210

Occupation	Packing Room Operator	
Qualification Title	Certificate II in Food Processing (Plant Baking)	
Qualification Code	FDF20303	
Description	Suitable competencies profile for packing room operator in a plant baking enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFPBW1A	Participate effectively in a workplace environment (plant baking)	30
FDFPBSW2B	Operate a cooling, slicing and wrapping process	50
FDFZCSCS2A	Clean and sanitize equipment	30
TDTD1097B	Operate a forklift	40
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	50
Total Hours:		400

Occupation	Production Operator	
Qualification Title	Certificate III in Food Processing (Plant Baking)	
Qualification Code	FDF30303	
Description	Suitable competency profile for a production operator in a plant baking enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFPBBMU3A	Operate a dough make up process	60
FDFPBBDM3A	Operate a dough mixing process	80
FDFPBBFP3A	Operate a final proof and baking process	50
FDFZPMDNB2A	Dispense non-bulk ingredients	30
FDFZMHDT2A	Operate a bulk dry goods transfer process	30
FDFPLSCP4A	Schedule and manage production	50
FDFOPTRWP3A	Report on workplace performance	30
FDFOPTPIP3A	Participate in improvement processes	50
FDFPBW1A	Participate effectively in a workplace environment (plant baking)	30
Total Hours:		620

Occupation	Retail Baking Trainee	
Qualification Title	Certificate I in Food Processing (Retail Baking)	
Qualification Code	FDF10803	
Description	Suitable competency profile for a trainee working under direct supervision in a retail baking enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
Specialist / Optional Competencies		
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFZMHHM1A	Carry out manual handling tasks	30
FDFRBFP1B	Finish products	20
FDFZPRBE1A	Operate basic equipment	30
Total Hours:		210

Occupation	Baker	
Qualification Title	Certificate III in Food Processing (Retail Baking - Bread)	
Qualification Code	FDF30603	
Description	Suitable competencies profile for a baker working in a retail, franchise or in-store situation.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)	60
FDFRBPD2B	Produce bread dough *	80
FDFRBSM2B	Scale and mould dough for intermediate proof *	30
FDFRBFM2B	Conduct final mould and final proof *	30
FDFRBBB2B	Bake bread *	40
FDFRBAB3A	Produce artisan breads	80
FDFRBRD2B	Retard dough	20
FDFRBPY2B	Produce yeast-raised products *	50
FDFZPRW1A	Participate effectively in a workplace environment	30
Total Hours:		630

* Indicates these units are pre-requisites for FDFRBAB3A – Produce artisan breads.

Occupation	Pastry Cook	
Qualification Title	Certificate III in Food Processing (Retail Baking - Cake and Pastry)	
Qualification Code	FDF30503	
Description	Suitable competency profile for a pastry cook in a retail, franchise or in-store situation.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)	60
FDFRBPP2B	Produce pastry	50
FDFRBPF2B	Prepare fillings	30
FDFRBFF2B	Form and fill pastry products	40
FDFRBBP2B	Bake pastry products	30
FDFRBPC2B	Produce sponge, cake and cookie batter	70
FDFRBBC2B	Bake sponges, cakes and cookies	50
FDFRBDC2B	Decorate cakes and cookies	60
FDFRBSP3B	Plan and schedule production	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFZPRW1A	Participate effectively in a workplace environment	30
Total Hours:		730

Occupation	Baker	
Qualification Title	Certificate III in Food Processing (Retail Baking - Combined)	
Qualification Code	FDF30703	
Description	Suitable competency profile for a baker working in a retail or franchise baking enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFRBDPB3A	Diagnose and respond to product and process faults (bread)	60
FDFRBPD2B	Produce bread dough *	80
FDFRBPM2B	Scale and mould dough for intermediate proof *	30
FDFRBFM2B	Conduct final mould and final proof *	30
FDFRBBB2B	Bake bread *	40
FDFRBDPC3A	Diagnose and respond to product and process faults (pastry, cake and cookies)	60
FDFRBPP2B	Produce pastry	50
FDFRBPF2B	Prepare fillings	30
FDFRBFF2B	Form and fill pastry products	40
FDFRBBP2B	Bake pastry products	30
FDFRBPC2B	Produce sponge, cake and cookie batter	70
FDFRBBC2B	Bake sponges, cakes and cookies	50
FDFRBDC2B	Decorate cakes and cookies	60
FDFRBAB3A	Produce artisan breads	80
FDFRBPY2B	Produce yeast-raised products *	50
FDFZPRW1A	Participate effectively in a workplace environment	30
Total Hours:		1000

* Indicates these units are pre-requisites for FDFRBAB3A – Produce artisan breads.

Occupation	Trainee Sales Assistant (Food)	
Qualification Title	Certificate I in Food Processing (Sales)	
Qualification Code	FDF10903	
Description	Suitable competency profile for a trainee working in an environment where there is a combination of food processing and retail skills required.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM1A	Communicate workplace information	20
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORFSY1A	Follow work procedures to maintain food safety	20
FDFCORQAS1A	Follow work procedures to maintain quality	20
Specialist / Optional Competencies		
FDFZPRW1A	Participate effectively in a workplace environment	30
FDFRBFP1B	Finish products	20
WRRCS3B	Interact with customers	36
WRRCA1B	Operate retail equipment	21
Total Hours:		207

Occupation	Sales Assistant (Food)	
Qualification Title	Certificate II in Food Processing (Sales)	
Qualification Code	FDF20903	
Description	Suitable competency profile for a person working in an environment where there is a combination of food processing and retail skills required.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFZCSCS2A	Clean and sanitize equipment	30
FDFRBPF2B	Prepare fillings	30
FDFRBDC2B	Decorate cakes and cookies	60
WRRCS3B	Interact with customers	36
WRRM1B	Merchandise products	30
WRRF1B	Balance register/terminal	18
FDFZPRW1A	Participate effectively in a workplace environment	30
Total Hours:		384

Occupation	Salesperson (Food)	
Qualification Title	Certificate III in Food Processing (Sales)	
Qualification Code	FDF30903	
Description	Suitable competency profile for a person working in an environment where they are responsible for both food processing and retail sales.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
Specialist/Optional Competencies		
FDFRBFF2B	Form and fill pastry products	40
FDFRBPM2B	Produce meringue based products	20
FDFRBPP2B	Produce pastry	50
FDFRBDC2B	Decorate cakes and cookies	60
FDFOPTRWP3A	Report on workplace performance	30
WRRCS3B	Interact with customers	36
WRR15A	Maintain and order stock	36
WRRLP4B	Maintain store security	18
FDFZPRW1A	Participate effectively in a workplace environment	30
Total Hours:		530

Occupation	Food Safety Auditor	
Qualification Title	Certificate IV in Food Processing (Food Safety Auditing)	
Qualification Code	FDF41007	
Description	Suitable competency profile for a person working as a production supervisor and food safety auditor in a medium risk food processing enterprise	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
FDFFSFCFSAA	Conduct food safety audits	80
FDFFSCHZA	Identify, evaluate and control food safety hazards	80
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	40
Specialist / Optional Competencies		
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPMMB2A	Operate a mixing/blending process *	40
FDFZPRDTP2A	Operate a depositing process*	60
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFOPTRWP3A	Report on workplace performance	30
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFZPRCI2A	Operate a process control interface	40
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
FDFPMMPW4A	Manage people in the work area	50
FDFTECPPR4	Participate in product recalls	50
FDFPIOWP4A	Optimise a work process	50
TAAASS402A	Assess competence	15
Total Hours:		1045

* Indicates these units are pre-requisites for FDFZPRSYS3A Operate processes in a production system.

Occupation	Lead Food Safety Auditor	
Qualification Title	Diploma of Food Processing (Food Safety Auditing)	
Qualification Code	FDF51007	
Description	Suitable competency profile for a person working as a production manager and lead food safety auditor in a medium risk food processing enterprise.	
Notes	For advice on how to choose elective alternatives to those listed below, please refer to the FDF03 Food Processing Industry Training Package qualifications and general structuring rules.	
Unit Code	Unit Title	Hours
Core Competencies		
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	100
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
FDFFSDFSAA	Conduct food safety audits	80
FDFFSCHZA	Identify, evaluate and control food safety hazards	80
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	40
Specialist / Optional Competencies		
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	60
FDFZPRSYS3A	Operate processes in a production system	60
FDFZPMMB2A	Operate a mixing / blessing process *	40
FDFZPRDTP2A	Operate a depositing process *	60
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFOPTRWP3A	Report on workplace performance	30
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	50
FDFZPRCI2A	Operate a process control interface	40
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	50
BSBCMN405A	Analyse and present research information	40
FDFPMMPW4A	Manage people in the work area	50
FDFTECPPR4A	Participate in product recalls	50
FDFPIOWP4A	Optimise a work process	50
FDFPLSCP4A	Schedule and manage production	50
FDFTECPT5A	Manage and evaluate new product trials	60

Specialist / Optional Competencies (Cont.)		
FDPLDMP5A	Design and maintain programs to support legal compliance	50
FDPMMAC5A	Manage supplier agreements and contracts	50
BSBMGT503A	Prepare budgets and financial plans	60
PSPPM502A	Manage projects	80
FDFFSACA	Assess compliance with food safety programs	60
BSBMGT506A	Recruit, select and induct staff	60
Total Hours:		1540

* Indicates these units are pre-requisites for FDFZPRSYS3A operate processes in a production system.

INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages.

Full details of any licensing and other regulatory requirements are not provided here, however you can get information from the relevant licensing or regulatory requirements from the following contacts:

The **Agri-Food Industry Skills Council** PH: (02) 6163 7200, email reception@agrifoodskills.net.au . or visit <http://www.agrifoodskills.net.au/> .

LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off-the-shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

The **Agri-Food Industry Skills Council** can provide you with information about the Training Package. You can also search the Agri-Food ISC website <http://www.agrifoodskills.net.au/> , Tel: (02) 6163 7200 or email reception@agrifoodskills.net.au .

TVET Australia may have a range of products that can assist in the delivery of training for FDF03 qualifications. View the online catalogue at: www.tvetaustralia.com.au or telephone TVET Australia on (03) 9832 8100. For orders or enquiries contact sales@tvetaustralia.com.au

The **National Training Information Service** (www.ntis.gov.au) provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and Registered Training Organisations.

The **Department of Education, Employment and Workplace Relations (DEEWR)** provides a range of services and resources to assist in delivery of Training Packages. Search the website: www.deewr.gov.au for further information and links.

The **Australian Apprenticeships Training Information Service** provides a single point of contact to coordinate information to Australian Apprenticeships Centres (AACs) on the range, availability and relevance of the new national Training Packages. The Australian Apprenticeships Information Service website is at www.aatinfo.com.au. In addition, the Call Centre for Australian Apprenticeships Information Service is staffed during business hours on 1800 338 022. For specific information about Apprenticeships and Traineeships, go to www.australianapprenticeships.gov.au/ and <http://www.skills.vic.gov.au/apprentices> .

Skills Victoria, formerly the Office of Training and Tertiary Education (OTTE), is responsible for the implementation of vocational education and training in Victoria, including Apprenticeships and Traineeships, and provides a range of support and information.

In Victoria, the **Victorian Food Industry Training Board** has coverage of the **FDF03 Food Processing Industry Training Package** and can support you in its delivery, including directing you to resources and other relevant products. Telephone: (03) 9621 3349, Email: VFITB@ssv.org.au .

OTHER USEFUL LINKS

CMM details

For information and advice on this **Purchasing Guide** and its delivery and assessment in Victoria contact the following Curriculum Maintenance Manager (CMM):

CMM name: Trevor Lange

CMM Cluster name: General Manufacturing

Institute name: Chisholm Institute (Frankston Campus)

Address: PO Box 684, Dandenong, VIC 3175

Telephone: (03) 9238 8448

Facsimile: (03) 9238 8504

Email: t.lange@chisholm.vic.edu.au

Website: Training Support Network - (<http://trainingsupport.otte.vic.gov.au/cmminf.cfm>)

Training Packages

You can search the [National Training Information Service](http://www.ntis.gov.au) website (www.ntis.gov.au) and view and download the endorsed Training Package components.

Training Package Support Materials

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages. For example, www.training.com.au is a very useful site, which gives access to:

- Resources Supporting Adult Literacy and Numeracy, Access, Equity and Diversity and the Australian Quality Training Framework (AQTF).

APPRENTICESHIPS AND TRAINEESHIPS

What qualifications in the FDF03 Food Processing Industry Training Package are available as Apprenticeships and Traineeships?

State and Territory Governments allocate funding for Training Package qualifications under Apprenticeships and Traineeships on the basis of criteria such as strategic priorities, expected industry demand, budgetary capacity and identified skill shortages. So, while a range of qualifications is available in the **FDF03 Food Processing Industry Training Package**, not all will be determined to be available as an apprenticeship or traineeship pathway.

The information in the following table will help you determine whether a qualification is available as an apprenticeship or traineeship.

Registered Training Organisations with the **FDF03 Food Processing Industry Training Package** qualifications or units of competency on their scope of registration may be eligible for government funding to deliver some or all of the Training Package qualifications. If you require further information about government funded training or seek to identify RTOs with a current Victorian State Government contract for funded training go to: <http://gftp.otte.vic.gov.au/gftp/>.

It should be noted that in Victoria the hours of training that will be purchased using public funds is related to the nominal duration of training contracts. The maximum hours that will be purchased are:

- 1,300 for apprenticeships and traineeships with a duration of four years full time;
- 1,080 for apprenticeships and traineeships with a duration of three years full time;
- 780 for apprenticeships and traineeships with a duration of two years full time;
- 600 for apprenticeships and traineeships with a duration of 18 months full time;
- 400 for apprenticeships and traineeships with a duration of one year full time.

If hours in excess of the above are required to complete the qualification, the cost of this additional training will need to be met from sources other than public funds.

Code	Title	Maximum Nominal Duration (months) (1)		Probationary Period (days)		Level of Regulation (2)	State Wage Category (3)
		F/T	P/T	F/T	P/T		
FDF10103	Certificate I in Food Processing	12	36	30	91	Set two	B
FDF10203	Certificate I in Pharmaceutical Manufacturing	12	36	30	91	Set two	B
FDF10303	Certificate I in Food Processing (Plant Baking)	12	36	30	91	Set two	B
FDF10803	Certificate I in Food Processing (Retail Baking)	12	36	30	91	Set two	B
FDF10903	Certificate I in Food Processing (Sales)	12	36	30	91	Set two	B
FDF20103	Certificate II in Food Processing	18	36	30	91	Set two	B
FDF20203	Certificate II in Pharmaceutical Manufacturing	18	36	30	91	Set two	B

Code	Title	Maximum Nominal Duration (months) (1)		Probationary Period (days)		Level of Regulation (2)	State Wage Category (3)
		F/T	P/T	F/T	P/T		
FDF20303	Certificate II in Food Processing (Plant Baking)	18	36	30	91	Set two	B
FDF20903	Certificate II in Food Processing (Sales)	18	36	30	91	Set two	B
FDF30103	Certificate III in Food Processing	36	72	91	91	Set two	N/A
FDF30203	Certificate III in Pharmaceutical Manufacturing	36	72	91	91	Set two	N/A
FDF30303	Certificate III in Food Processing (Plant Baking)	36	72	91	91	Set two	N/A
FDF30503	Certificate III in Food Processing (Retail Baking – Cake and Pastry)	36	72	91	91	Set one	N/A
FDF30703	Certificate III in Food Processing (Retail Baking – Combined)	42	72	91	91	Set one	N/A
FDF30603	Certificate III in Food Processing (Retail Baking – Bread)	36	72	91	91	Set one	N/A
FDF30903	Certificate III in Food Processing (Sales)	36	72	91	91	Set two	N/A
FDF40103	Certificate IV in Food Processing	48	72	91	91	Set two	N/A
FDF40207	Certificate IV in Pharmaceutical Processing	48	72	91	91	Set two	N/A
FDF41007	Certificate IV in Food Processing (Food Safety Auditor)	48	72	91	91	Set two	N/A

Pre-apprenticeship course/qualification or Traineeship (4)	Apprenticeship or Traineeship qualification	Duration Credit (Months)
21927VIC Certificate II in Retail Baking (Pre-apprenticeship)	FDF30603 Certificate III in Food Processing (Retail Baking – Bread)	6
	FDF30503 Certificate III in Food Processing (Retail Baking – Cakes and Pastry)	6
	FDF30703 Certificate III in Food Processing (Retail Baking – Combined)	9

NOTE:

(1) These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the training contract. For example:

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Contract would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Contract signed by the apprentice, trainee, employer and RTO.

(2) Set of conditions which apply:

Set 1 applies generally to apprenticeships in traditional trade areas.

Set 2 applies to traineeships.

(3) Trainees undertaking a Certificate IV traineeship will receive the relevant weekly wage rate for Certificate III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

(4) Pre-Apprenticeships

An approved pre-apprenticeship is a qualification that has an automatic training credit and duration credit into the training contract. The RTO will advise the apprentice and employer of the training credit on the agreed training plan. The employer and apprentice will receive written confirmation of the duration credit from Skills Victoria when the Training Contract is registered.

Note for ‘On the job training’

Where the qualification is at Certificate III or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees) for planned training, averaged over a 4-week cycle.

Where apprentices/trainees are undertaking workplace training at Certificate levels I and II, they must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two-month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

