

# FOOD PROCESSING TRAINING PACKAGE

**FDF03**

## IMPLEMENTATION GUIDE *(FORMERLY PURCHASING GUIDE)*

**Western Australian Department of Training and  
Workforce Development**

**November 2010**

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## Foreword

This Implementation Guide has been generated to enable the stakeholders in the **Food Processing** Industry in Western Australia to participate in the managed implementation of the National **Food Processing** Training Package **FDF03**.

Information within this Guide should provide guidance on how competency standards may be selected and applied to achieve suitable outcomes and qualifications, for and within an industry.

The **Food Processing** Training Package **FDF03 version 4** was released onto the National Training Information Service (NTIS) on **November 2010**.

## Introduction

This Guide provides information that will facilitate the implementation of the **Food Processing** Training Package **FDF03** in Western Australia. This Guide is designed to aid Registered Training Organisations (RTOs) to convert from **Training Package qualifications** to **new** Training Package qualifications within the scope of their training delivery.

The Guide should be read in conjunction with the **endorsed components** of the **Food Processing** Training Package **FDF03**.

The Guide provides information on:

- Transition arrangements
- Licensing requirements (if any)
- Advice on Employability Skills
- Funding
- A mapping of current publicly funded **qualifications** to Training Package qualifications
- An allocation of nominal hours to units of competency and total hours for qualifications
- A mapping of current Traineeship and Apprenticeship courses to new qualifications
- A set of appropriate sample, or model, training programs at each AQF level

## Obtaining the Training Package

The Food Processing Training Package can be purchased from:

### **TVET Australia Product Services**

Level 21

390 St Kilda Road

Melbourne VIC 3000

Telephone: (03) 9832 8188

Facsimile: (03) 9832 8199

Email: [enquiries@tvetaustralia.com.au](mailto:enquiries@tvetaustralia.com.au)

Web: [www.tvetaustralia.com.au](http://www.tvetaustralia.com.au)

Information on National Training Packages is also available through the National Training Information Service (NTIS), which can be located on the Internet at:

[www.ntis.gov.au](http://www.ntis.gov.au)

**All RTOs who have Training Package qualifications on their Scope of Delivery must have access to the relevant Training Package.**

## **Transition Arrangements**

Registered Training Organisations (RTOs) are required to deliver Training Package qualifications within 12 months of the release date of the Training Package on to the National Training Information System (NTIS) by the National Quality Council (NQC). A current accredited course, however, may be used until its accreditation expires.

## **Funding**

Some learners may only achieve a Statement of Attainment during their enrolment period with the RTO. Separate funding is not provided to assess the learner who has left his/her studies and then, at a later date, wants to complete an integrated assessment to achieve a certificate qualification. The RTO will be required to make special arrangements to issue the final qualification. This process may involve an invitation to the employer (if applicable) to participate in the assessment in the workplace.

## **Nominal Duration of Qualifications**

The maximum nominal hours are identified for each Training Package qualification. Nominal hours may vary within a qualification depending on the units of competency selected and the delivery strategies used; however, training delivery will not be funded beyond the maximum nominal hours indicated. Nominal hours are for structured training only and include both delivery and assessment.

### **Definition of nominal hours (supervised)**

Nominal hours are the hours of training notionally required to achieve the outcomes of the Unit of Competency. In Western Australia, nominal hours are used as a mechanism for funding allocation.

## Employability Skills

### *What are employability skills?*

Employability skills are non-technical skills and competencies which have always been an important part of an individual's effective and successful participation in the workplace. Their explicit inclusion in Training Packages represents the progression of competency based training into a system which develops the full range of transferable skills, attitudes and behaviour required for successful participation in the workplace.

Employability skills have been developed from a business and industry need for a broader range of skills beyond the Mayer Key Competencies that were developed in 1992. The 2002 report, *Employability Skills for the Future*, published by the Business Council of Australia and the Australian Chamber of Commerce and Industry, outlined an 'Employability Skills Framework' which identifies eight employability skills. They are:

- **communication skills**, which contribute to productive and harmonious relations between employees and customers
- **teamwork skills**, which contribute to productive working relationships and outcomes
- **problem-solving skills**, which contribute to productive outcomes
- **initiative and enterprise skills**, which contribute to innovative outcomes
- **planning and organising skills**, which contribute to long-term and short-term strategic planning
- **self-management skills**, which contribute to employee satisfaction and growth
- **learning skills**, which contribute to ongoing improvement and expansion in employee and company operations and outcomes
- **technology skills**, which contribute to effective execution of tasks.

### *The Employability Skills Framework*

The Employability Skills Framework details the employability skills and the elements, or facets, of those skills that employers identified as important. Facets are examples of skills and behaviour which contribute to the overall application of each particular employability skill. The nature, emphasis and context of these facets vary across industries.

## ***Employability skills and Training Packages***

The National Quality Council endorsed the approach to explicitly embed the applicable employability skills into each individual unit of competency. In 2005 and 2006 specifically developed tools were used by Industry Skills Councils to review and embed employability skills into Training Package qualifications.

In many cases the skills and knowledge identified by the Employability Skills Framework already existed in Training Packages. Industry Skills Councils reviewed each Training Package and, where gaps existed or changes were required, modified the competency standards. For some Training Packages, the Framework was further modified to capture industry specific requirements. These requirements were then mapped to existing Training Packages and embedded and strengthened in units of competency.

Employability skills are said to be explicitly embedded when units of competency are written in a manner which makes the relationships between employability skills and the other performance requirements clear and readily identifiable.

### ***Employability skills summary***

Once the units of competency in a qualification have been mapped against the Framework, an Employability Skills Summary is created for every qualification in a Training Package. Summaries broadly identify the application of each employability skill in the context of the job role(s) covered by the qualification. They are designed to assist in identifying and including relevant industry applications of the employability skills into learning and assessment strategies.

### ***Reporting employability skills***

At its July 2007 meeting the Council endorsed an approach to descriptive reporting on employability skills which involves: learners downloading qualification specific Employability Skills Summaries for Training Package qualifications they have completed from an internet site; and RTOs adding a mandatory sentence providing directions to the site to all qualification testamurs for Training Package qualifications.

The website housing the Employability Skills Summaries for Training Package qualifications has now been established. In order to allow sufficient time for RTOs to modify their qualification testamurs to include the mandatory sentence, at its March 2008 meeting the Council agreed to the following two step process for moving to the new reporting arrangements:

From 1 July 2008, RTOs will be required to inform all students issued with Training Package qualifications that Employability Skills Summaries for Training Package qualifications can be downloaded from <http://employabilityskills.training.com.au> ; and From 1 January 2009, RTOs will be required to add the following mandatory sentence to all qualification testamurs issued for Training Package qualifications: A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>

The AQF Implementation Handbook has been changed to reflect the requirement for RTOs to add the mandatory sentence to Training Package qualification testamurs from 1 January 2009.

Further information about employability skills, including a range of materials developed as part of an NQC project in 2006-2007 and designed to provide general information about employability skills for learners, employers and RTO staff and to support professional development in relation to the delivery and assessment of employability skills are available for downloading from:

<http://www.training.com.au/portal/site/public/menuitem.118e29e68c7b0615af17bfae17a62dbc/>

## Version Modification History

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version	Release Date	Modification History
4	November 2010	Addition of FDF51007 to enable public funding of qualification.
3	August 2007	<p>Addition of imported TAA units to replace former BSZ units in the Wine Sector qualifications.</p> <ul style="list-style-type: none"> <li>• TAADEL301A Provide training through instruction and demonstration of skills</li> <li>• TAAASS401A Plan and organise assessment</li> <li>• TAAASS402A Assess competence</li> <li>• TAAASS404A Participate in assessment validation.</li> </ul> <p>Addition of two qualifications in pharmaceutical manufacturing. (Refer Qualifications Framework pages 34 and 35):</p> <ul style="list-style-type: none"> <li>• FDF40207 Certificate IV in Pharmaceutical Manufacturing</li> <li>• FDF50207 Diploma of Pharmaceutical Manufacturing.</li> </ul> <p>Addition of two qualifications in food safety auditing (refer Qualifications Framework pages 42 and 43):</p> <ul style="list-style-type: none"> <li>• FDF41007 Certificate IV in Food Processing (Food Safety Auditing)</li> <li>• FDF51007 Diploma of Food Processing (Food Safety Auditing).</li> </ul> <p>Assessment Guidelines and Qualifications Framework text updated to conform to new requirements.</p> <p>Historic information (former Table 18 and Table 19) preceding this version of the FDF03 can be found at <a href="http://www.agrifoodskills.net.au">www.agrifoodskills.net.au</a></p> <p>Information to assist with implementation of the FDF03 Training Package has been placed in the Appendices of Volume I:</p> <ul style="list-style-type: none"> <li>• Appendix One Listing of all units grouped by AQF level within sector or functional group (This information replaces the former Table 18.)</li> <li>• Appendix Two Competency profiles.</li> </ul> <p>Addition of four high risk food safety auditing Specialist units to AQF 4 and 5:</p> <ul style="list-style-type: none"> <li>• FDFFSBM4A Audit bivalve mollusc growing and harvesting processes</li> <li>• FDFFSME4A Audit manufacturing of ready-to-eat meat products</li> <li>• FDFFSHT4A Audit a heat treatment process</li> <li>• FDFFSCC4A Audit a cook chill process</li> </ul> <p>New FDF units added to pharmaceutical manufacturing qualifications:</p> <ul style="list-style-type: none"> <li>• FDFPHCCP4A Participate in change control procedures</li> <li>• FDFPHFCC4A Facilitate contamination control</li> <li>• FDFPHGMP4A Facilitate and monitor Good Manufacturing Practice</li> <li>• FDFPHRNC4A Respond to non-conformance</li> <li>• FDFPHRWD4A Prepare and review workplace documentation to support GMP</li> <li>• FDFPHVP4A Participate in validation processes</li> </ul> <p>Addition of four pharmaceutical specialist units to the Certificate II in Pharmaceutical Manufacturing:</p> <ul style="list-style-type: none"> <li>• FDFPHEXT2A Operate an extraction process</li> <li>• FDFPHCON2A Operate a concentration process</li> </ul>

		<ul style="list-style-type: none"> <li>• FDFPHFIL2A Operate a filtration process using diatomaceous earth</li> <li>• FDFPHSPC2A Operate a separation process using chromatography</li> </ul> <p>Revision and recoding of pharmaceutical core units (GMP) at AQF 2 and 3:</p> <ul style="list-style-type: none"> <li>• FDFPHMGMP2A Apply Good Manufacturing Practice procedures</li> <li>• FDFPHMGMP3A Monitor and maintain Good Manufacturing Practice procedures</li> </ul> <p>Revision of food safety auditing units:</p> <ul style="list-style-type: none"> <li>• FDFIMMA4A Manage internal audits</li> <li>• FDFOPTAP3A Participate in an audit process</li> </ul> <p>Addition of imported units at AQF 4 and 5 to replace former BSZ units.</p> <ul style="list-style-type: none"> <li>• TAADEL301A Provide training through instruction and demonstration of skills</li> <li>• TAAASS301A Contribute to assessment</li> <li>• TAAASS401A Plan and organise assessment</li> <li>• TAAASS402A Assess competence</li> <li>• TAAASS403A Develop assessment tools</li> <li>• TAAASS404A participate in assessment validation</li> <li>• TAADES402A Design and develop learning programs</li> </ul>
2	April 2005	Four new Food Safety Auditing units have been added to the Food Processing Training Package.
1	June 2004	Category 1 maintenance to Wine Sector only, including code and title updates and corrections of typographical errors. Includes amendments required to units imported from FDF03 Food Processing Industry Training Package - Food Processing sector, due to changes made to those units during the period the Wine Sector Training Package was undergoing endorsement.
1.00	June 2003	First release

## Qualifications and Nominal Hours

The following table provides a summary of the qualifications and nominal hours in the **Food Processing** Training Package **FDF03**.

<b>National ID</b>	<b>Training Package Qualification Title</b>	<b>Maximum Nominal Hours</b>
<b>FDF51007</b>	<b>Diploma of Food Processing (Food Safety Auditing)</b>	<b>1440</b>

## Units of Competency and Nominal Hours

The following table provides a summary of the units of competency and nominal hours for the Diploma of Food Processing (Food Safety Auditing) FDF51007.

National ID	Training Package Unit Title	Max Nominal Hours
FDFCORBM2A	Use basic mathematical concepts	20
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	90
FDFCORWCM2A	Present and apply workplace information	30
FDFFSCFSA	Conduct food safety audits	80
FDFFSCHZA	Identify, evaluate and control food safety hazards	80
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	40
BSBCMN405A	Analyse and present research information	40
BSBMGT503A	Prepare budgets and financial plans	50
BSBMGT506A	Recruit, select and induct staff	50
FDFFSACA	Assess compliance with food safety programs	60
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	45
FDFOPTRWP3A	Report on workplace performance	35
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFPIOWP4A	Optimise a work process	45
FDFPLDMP5A	Design and maintain programs to support legal compliance	50
FDFPLSCP4A	Schedule and manage production	45
FDFPMMAC5A	Manage supplier agreements and contracts	50
FDFPMMPW4A	Manage people in the work area	45
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	45
FDFTECPPR4A	Participate in product recalls	45
FDFTECPT5A	Manage and evaluate new product trials	60
FDFZPMMB2A	Operate a mixing/blending process	40
FDFZPRCI2A	Operate a process control interface	35
FDFZPRDTP2A	Operate a depositing process	60
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	40
FDFZPRSYS3A	Operate processes in a production system	60
PSPPM502A	Manage projects	60

## **Examples of Training Package Programs**

Units of competency may be customised so that the tasks involved in demonstrating competence are designed to meet the requirements of an individual enterprise or to satisfy regulations in a particular state or territory.

Each qualification in the Food Processing Training Package FDF03 may be customised to meet the context in which the training is taking place. A qualification can also be customised to accommodate a learner's chosen career pathway.

The following are examples of suitable training programs for Food Processing Training Package FDF03. The models are not intended to be prescriptive but illustrate ways that qualifications can be achieved.

## FDF51007 – Diploma of Food Processing (Food Safety Auditing)

<b>Qualification Title</b>	Diploma of Food Processing (Food Safety Auditing)
<b>Qualification Code</b>	FDF51007
<b>Qualification Packaging Rules</b>	Total of 29 Units - 7 Core units - 22 Specialist/Optional Units

Unit Code	Unit Title	Nominal Hours
<b>Core Units</b>		
FDFCORBM2A	Use basic mathematical concepts	20
FDFCORHS3A	Monitor the implementation of occupational health and safety policies and procedures	60
FDFCORQFS3A	Monitor the implementation of quality and food safety programs	90
FDFCORWCM2A	Present and apply workplace information	30
FDFFSFCSAA	Conduct food safety audits	80
FDFFSCHZA	Identify, evaluate and control food safety hazards	80
FDFFSCOMA	Communicate and negotiate to conduct food safety audits	40
<b>Specialist/Optional Units</b>		
BSBCM405A	Analyse and present research information	40
BSBMGT503A	Prepare budgets and financial plans	50
BSBMGT506A	Recruit, select and induct staff	50
FDFFSACA	Assess compliance with food safety programs	60
FDFOPTCRM2A	Conduct routine maintenance	50
FDFOPTPIP3A	Participate in improvement processes	45
FDFOPTRWP3A	Report on workplace performance	35
FDFOPTSM3A	Support and mentor individuals and groups	30
FDFPIOWP4A	Optimise a work process	45
FDFPLDMP5A	Design and maintain programs to support legal compliance	50
FDFPLSCP4A	Schedule and manage production	45
FDFPMMAC5A	Manage supplier agreements and contracts	50
FDFPMMPW4A	Manage people in the work area	45
FDFPMOHS4A	Manage the implementation of occupational health and safety policies and procedures in the workplace	45
FDFTECPR4A	Participate in product recalls	45
FDFTECPT5A	Manage and evaluate new product trials	60
FDFZPMMB2A	Operate a mixing/blending process	40
FDFZPRCI2A	Operate a process control interface	35
FDFZPRDTP2A	Operate a depositing process	60
FDFZPRIPK3A	Apply raw materials/ingredient and process knowledge	40
FDFZPRSYS3A	Operate processes in a production system	60
PSPPM502A	Manage projects	60
<b>TOTAL</b>		<b>1440</b>