



FORMATION
TRAINING



FDF30111
Certificate III in Food Processing

Program Outline

Thank you for your interest in the **FDF30111 Certificate III in Food Processing**

This program outline is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

Course Details

- *Code name:* Certificate III in Food Processing
- *Course code:* FDF30111
- *Release Number:* 4
- *Currency:* Current

The Certificate III in Food Processing targets those performing production related roles that require an application of industry specific skills and knowledge, including some technical and problem solving ability. This qualification caters for multi-skilled outcomes and roles that include team leader functions within the production environment.

Target Students

Formation Training key student target groups for the course are:

- Existing workers currently working in the industry and wishing to upskill their knowledge by way of a formal qualification, in either operations or supervisory areas.
- Jobseekers and new employees entering the industry studying pre-employment, via traineeship arrangements or through a workplace supported program

Delivery in all student modes for this course is managed from Formation Training's main office located at Level 1, 148 Brunswick Street, Fortitude Valley QLD 4006.

Course Duration & Timelines

The course can be delivered over a range of course durations, depending on the needs and characteristics of the student and their employer where relevant.

The course duration is 9 months

Students may complete the program earlier than these timelines through achievement of RPL or credit transfer.

Specific Industry / Stakeholder Needs

Many units in this qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. The qualification packaging rules specify that if a student does not possess this level of mathematics then the unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this qualification.

Given the student target groups selected and the likely Language, Literacy and Numeracy needs of these groups, Formation Training has addressed this concern by ensuring that the unit FDFOP2061A Use numerical applications in the workplace is selected as a mandatory unit in all program delivery..

Course Organisation & Delivery Modes

The course units of competency can be studied in any order, with exact program schedules negotiated with students and their employer where relevant and documented in the individual students Training Plan.

The Formation Training team will assist in recommending a study pathway providing a logical program structure for students undertaking learning and assessment tasks. This negotiated pathway allows students to align the learning program to their individual and organisational needs.

The Certificate III in Food Processing is available via the following study modes:

- Employer onsite – workplace supported, including traineeship arrangements;
- Workshop mode at Formation Training premises; and
- Flexible delivery via online and blended delivery strategies

Students should expect to undertake approximately 35 hours study per unit (15 hours per week full time), for the duration of the course. These hours may be completed on or off-the-job.

Student engaged via traineeships arrangements should expect to spend approximately 3 hours per week full time (1.5 hours per week part time) during work hours.

Students may also engage with Formation Training personnel for workshop delivery, while workplace onsite students should expect approximately 1-2 hours per month (on-the-job) in individual coaching sessions (up to 24 hours over the duration of the program). All sessions are provided at times and locations negotiated..

Pathways for Students

Training Pathways

Students completing the course may move through to FDF40110 Certificate IV in Food Processing or FDF41007 Certificate IV in Food Safety Auditing, other food processing related qualifications or any other suitable qualification matching the student's career and individual needs.

These qualifications represent a logical pathway regardless of whether Formation Training offers the qualifications.

Employment Pathways

Employment pathways for this course include:

- Leading hand;
- Packaging operator;
- Team leader; and
- Production Operator.

Course Requirements -Core and Elective Units

The FDF30111 Certificate III in Food Processing requires completion of seventeen (17) units made up of:

- Five (5) core units; and
- Twelve (12) elective units.
- Total units must include a minimum of ten (10) units coded FDF.

Core unit(s)

FDFFS2001A Implement the food safety program and procedures

FDFFS3001A Monitor the implementation of quality and food safety programs*

FDFFS2001A Implement the food safety program and procedures

FDFOHS3001A Contribute to OHS processes

FDFOP2064A Provide and apply workplace information

MSAENV272B Participate in environmentally sustainable work practices

Elective unit(s)

FDFOP3004A Operate interrelated processes in a packaging system

FDFOP2061A Use numerical applications in the workplace

FDFOP3002A Set up a production or packaging line for operation

FDFPPL3001A Participate in improvement processes

FDFPPL3002A Report on workplace performance

FDFPPL3003A Support and mentor individuals and groups

FDFPPL3004A Lead work teams and groups

FDFPPL3006A Establish compliance requirements for work area

TLIA3015A Complete receival/despatch documentation

TLIA3016A Use inventory systems to organise stock control

TLIA3018A Organise despatch operations

TLIA3019A Organise receival operations

FDFOHS2001A Participate in OHS processes

BSBCUS301B Deliver and monitor a service to customers

BSBWRT301A Write simple documents

Course Nominal Hours

Total course nominal hours, depending on the state jurisdiction of delivery and elective units selected, are in the range of **600 hours**.

Nominal hours are an allocation to describe how long a student who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

The amount of training provided by Formation Training is part of the overall volume of learning and relates primarily to formal activities including classes and other activities as well as workplace learning.

Course Entry Requirements

Nil mandatory requirements.

Many units in this qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. The qualification packaging rules specify that if a student does not possess this level of mathematics then the unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this qualification.

Given the student target groups selected and the likely Language, Literacy and Numeracy needs of these groups, Formation Training has addressed this concern by ensuring that the unit FDFOP2061A Use numerical applications in the workplace is selected as a mandatory unit in all program delivery.

Formation Training Course Admission Requirements

Student must:

- Be at least 17 years of age;
- Have completed Year 10 in the Australian school system or equivalent; and
- Have language, literacy and numeracy skills equivalent to ASCF Level 2.

If studying via flexible delivery mode, students must also:

- Have sufficient computer skills to undertake online study; and
- Have access to a computer, laptop or tablet device with an internet connection.

Student Identification Requirements

Minimum identification requirements must be met prior to enrolment:

- Provision of the student's Unique Student Identifier (USI); and
- Provision of Australian legal photo identification for assessment purposes..

Third Party Arrangements

No third party arrangements are relevant to this course program.

Work Placement Arrangements

No mandatory work placements are relevant to this course, although Formation Training recommends all students engage in work placement of a minimum of 120 hours' duration in cases where the course is not being undertaken as part of a workplace supported program.

Formation Training is able to assist individual students to locate a work placement, and will work with each student and their placement employer in confirming the duration, schedule applicable and what outcomes are expected of the work placement. Licensing Requirements

Student Resources, Texts, Materials, Equipment Requirements

Formation Training has reviewed the equipment and facility requirements for each unit of competency, by conducting an analysis at a unit of competency level to ensure resource requirements are identified are addressed, and guarantees that it has access to all equipment required to fully implement the program as each student is enrolled.

Where unit of competency resources have detailed specifications, these have been noted and addressed.

For work based programs, this includes the completion of a Workplace Resources Checklist in the Training Plan. The equipment and facility requirements for this course (depending on unit selection) is identified as follows:

- Food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice, such as:
 - Good Manufacturing Practice (GMP);
 - Related work instructions and procedures;
 - Work tasks and responsibilities;
 - Reporting and monitoring systems;
 - Cleaning and sanitation policies and procedures as required;
 - Customer service standards and policies;
 - Codes of practice; and
 - Operation manuals.
- Access to office equipment and resources.
- Hand tools as required.
- Conversion tables, calculators and measuring instruments where required.
- Personal protective clothing and equipment.
- Work area or system in which quality and food safety practices and procedures are to be monitored.
- Process/packaging equipment and related accessories and services.
- Packaging system equipment and related accessories and services.
- Sampling and test procedures and related equipment as required.
- Production/packaging schedule and related advice on setup/changeover requirements.
- Materials/consumables required by the process.
- Product, packaging components and consumables as required by the process.
- Communication and recording systems and procedures.
- Documentation in relation to production, waste, overheads, hazard control/management.
- Food safety program for the work area which identifies critical control points, control measures and corrective action.

IT Requirements

The following shows the technical requirements for using the system.

Computer

Any current or 2-3 years old computer is fine. This is a web based system and doesn't use much of your local computer power.

For Students, minimum screen resolution recommended is **1200 x 800**. You also need audio support in your computer to listen to the voiceover and sounds in the learning courses.

For administrators, minimum screen resolution recommended is **1280 x 1024**. Audio support is not required.

Browser

We officially support major browser versions released in the past 3 - 4 years, including Microsoft Internet Explorer 8 and 9+, Mozilla Firefox 6+, and Google Chrome 30+.

The system is optimised for and we recommend the latest and previous versions of Internet Explorer / Firefox / Chrome.

Other browsers are not officially supported, but you still can use them to access most functions, though with a slightly different look.

In your browser setup, please enable JavaScript and accept cookies from our site, as they are required by the system.

Microsoft Internet Explorer 8

Microsoft has dropped support for Windows XP and its Internet Explorer 8. We are still supporting Microsoft Internet Explorer 8. However, we highly recommend an upgrade, as we would drop Internet Explorer 8 support in the near future.

Plug-ins

Adobe Flash Player 9 is required.

Network connection

Minimum 512 kbps connection is required.

Firewall

Some courses have been created using video and audio streaming content. Your firewall needs to be set up to enable this. However, some organisations do not allow streaming content to be accessed within the workplace. Please consult with your System Administrator.

At work

It is recommended that a staged approach to accessing the online training is implemented. The performance varies depending on the company bandwidth and usage of other applications. Accessing rich media content requires more bandwidth and therefore it is important to be aware that performance may be affected if large numbers of staff access the system at the same time. We recommend the number of simultaneous users is relative to your bandwidth. The system can handle much larger numbers however your company's infrastructure and other traffic on your network may impact the user experience.

Fees

Course tuition and related fees may vary depending on unit selections and individual student preferences.

Please refer to Formation Training's Schedule of Tuition Fees for further information and to determine the Indicative course fees for your course engagement:

www.formationtraining.edu.au/students/

Government Support Programs

Australian Apprenticeships (Traineeships)

Students enrolling into course studies supported by their employer may consider an Australian Apprenticeship. Australian Apprenticeships offer opportunities for students to study and earn an income at the same time. Various government support or incentives for the student and/or their employer may be available through this pathway. For further information visit:

www.australianapprenticeships.gov.au/australian-apprentices or speak with a Formation Training representative.

Support Services

Educational & Support Services

Formation Training's Training Plan is completed with all clients prior to enrolment to identify any individual need, resource requirements, delivery unit schedule and support options for clients.

Students are asked to identify their individual needs, but are sometimes reluctant to do so. Formation Training personnel monitor the progress of all students and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for student needs.

Information about educational and support services available to students and any cost associated with them. Any limitations regarding access to educational and support services and resources

Assessment Arrangements

A range of assessment environments are involved in the assessment of student's competency. Workplace and case study projects are employed for summative assessment, where workplace application of all competencies can be observed by the Formation Training Assessor. For on-the-job assessment observations, the Assessor organises to visit the student on-site at a mutually convenient time.

Recognition documentation and applications is available for all units of competency for those students who have extensive experience in the unit areas. RPL applications will be offered and processed as per Formation Training's Student Advice and Selection Policy.

At all times, the assessment approaches planned will be compliant with Formation Training's Assessment Policy, and when implemented will meet the Code of Conduct requirements. All assessment approaches used are compliant with the requirements of the Assessment Guidelines from the national Training Package or accredited course curriculum.

For each unit of competency (and each element within the unit), a range of evidence will be collected as per the evidence gathering techniques below. It is a requirement that all assessments maintain at a minimum, three types of appropriate evidence to verify the candidate's competence for each element within a unit, which address the performance criteria requirements of the elements. At least one of these evidence pieces should be a form of direct evidence (it should be noted that evidence pieces may overlap elements and units within the course).

All assessment tools are aligned directly with the course the following ways:

- Meets Unit, Element & Performance Criteria requirements;
- Covers the Unit Range Statement or Range of Conditions, Evidence Guide and Critical Aspects of Evidence or Assessment Conditions;
- Covers all Underpinning Knowledge or Knowledge Evidence, and Skills requirements or Performance Evidence; and
- Covers Specific Evidence Requirements as listed in each individual unit of competency.

Resources are often specified that must be used in assessment at a unit of competency level. All specific resources for each unit of competency are listed within Formation Training's Assessment Resource for each unit. Information within each unit resource includes:

- Specific assessment resources required;
- Assessment methods available to be used;
- Plan for and timing of assessment; and
- Any adjustments that may be needed to cater for different student characteristics.

Reasonable Adjustment

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by Formation Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the student undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the student adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

Where a student requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments must be maintained in the student file. Course Specific Withdrawal Information

Course Specific Withdrawal Information

No specific withdrawal requirements are relevant for this course.

For general information about the grounds on which the student's enrolment may be deferred, suspended or cancelled, please refer to Formation Training's *Student Handbook*.

Unit Outlines

FDFFS2001A

This unit of competency covers the skills and knowledge required to maintain personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

FDFFS3001A

This unit of competency covers the skills and knowledge required to provide a leadership role in supporting day-to-day implementation of the food safety/quality programs in a work area. It also involves supporting others to implement the requirements of the food safety/quality procedures.

FDFOHS3001A

This unit specifies the workplace performance required by an employee to contribute to occupational health and safety (OHS) processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others.

FDFOP2064A

This unit of competency covers the skills and knowledge required to identify, collect and provide information to convey meaning to others.

MSAENV272B

The unit of competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices.

FDFOP3004A

This unit of competency covers the skills and knowledge required to set up, operate and adjust interrelated processes in a packaging system.

FDFOP2061A

This unit of competency covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to undertake workplace calculations or to estimate approximate answers when exact calculations are not required.

FDFOP3002A

This unit of competency covers the skills and knowledge required to set up multiple production or packaging processes and/or conduct multiple process changeovers for operation by others.

FDFPPL3001A

This unit of competency covers the skills and knowledge required to participate in performance improvement processes that involve systematic analysis of performance to identify and propose opportunities for improvement.

FDFPPL3002A

This unit of competency covers the skills and knowledge required to collate and maintain workplace records to enable the monitoring and reporting of workplace performance.

FDFPPL3003A

This unit of competency covers the skills and knowledge required to model appropriate work practices, provide feedback to groups and individuals and facilitate group processes.

FDFPPL3004A

This unit of competency covers the skills and knowledge required to plan to achieve work requirements, secure resources and monitor the outputs of a work team or group.

FDFPPL3006A

This unit of competency covers the skills and knowledge required to identify compliance requirements that apply to work operations in own work area. TLIA3015A

TLIA3018A

This unit involves the skills and knowledge required to organise despatch operations in accordance with workplace requirements including planning and organising despatch operations, organising the storage and despatch of stock, and completing all required documentation and records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

TLIA3019A

This unit involves the skills and knowledge required to organise receival operations in accordance with workplace requirements including planning and organising receival operations, organising the storage of received stock, and completing all required documentation and records in accordance with workplace procedures and relevant regulatory requirements. Licensing, legislative, regulatory or certification requirements are applicable to this unit FDFOHS2001A

BSBCUS301B

This unit describes the performance outcomes, skills and knowledge required to identify customer needs and monitor service provided to customers. Operators may exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over either a short or long term interaction.

BSBWRT301A

This unit describes the performance outcomes, skills and knowledge required to plan, draft and review a basic document before writing the final version

Next Steps!

Thank you again for your interest in this course program. Please contact Formation Training's Student Support team on 1300 889 134 or info@formationtraining.edu.au to commence the application process!



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Contact Info

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