Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package Version 2.0. |

| FBPLAB3009 | Prepare product or show samples |
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| Application | This unit of competency describes the skills and knowledge required to prepare product and show samples in a wine operations laboratory environment.  This unit applies to individuals who are responsible for preparing, bottling, labelling and packaging product or show samples.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace. |
| Prerequisite Unit | Nil |
| Unit Sector | Laboratory (LAB) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Set up to prepare sample | 1.1 Confirm work instructions and identify potential WHS hazards and controls  1.2 Select personal protective equipment and clothing and ensure correct fit  1.3 Confirm that product and materials are available to meet sample requirements  1.4 Prepare and check equipment  1.5 Confirm that services are available and ready for operation |
| 2. Prepare sample for bottling | 2.1 Blend product as required to meet sample specifications  2.2 Treat sample and process for bottling as instructed  2.3 Set up equipment and operate to meet sample specifications  2.4 Monitor control points and equipment to confirm performance is maintained within specification  2.5 Identify and report out-of-specification sample, process or equipment performance  2.6 Confirm that prepared sample meets specifications |
| 3. Bottle and package sample | 3.1 Set up bottling equipment and operate and monitor the process  3.2 Bottle and label the prepared sample as required by sample specifications  3.3 Package samples and prepare for dispatch |
| 4. Complete sample preparation activities | 4.1 Shut equipment down  4.2 Prepare equipment for cleaning  4.3 Collect, treat and dispose of or recycle waste  4.4 Carry out work with consideration of workplace environmental guidelines  4.5 Store samples awaiting dispatch according to sample specifications  4.6 Record workplace information in the appropriate format |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Interpret workplace information for wine sample preparation requirements and specifications |
| Writing | * Maintain workplace records of product and show samples and record corrective action |
| Numeracy | * Blend products to meet sample specifications to ensure a homogenous mix * Interpret and calculate ratios |
| Navigate the world of work | * Interpret and follow regulatory requirements and seek clarification or other assistance when required * Identify and describe own skills, knowledge and experience within context of job role * Seek advice and feedback on current work performance |
| Interact with others | * Use appropriate vocabulary, including technical language directly relevant to role * Ask questions to clarify understanding or seek further information * Recognise personal strengths and challenges associated with interacting with others in the workplace |
| Get the work done | * Prepare, bottling, labelling and packaging product or show samples for wine products * Recognise out-of-specification results and non-conformance and take corrective action where required * Identify current innovative practice and organisational trends * Use a computer, keyboard and software to collect and file packaging and/or wine sample information * Recognise and act on opportunities for continuous improvement in accordance with workplace practices |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPLAB3009 Prepare product or show samples | FDFLAB2010A Prepare product or show samples | Updated to meet Standards for Training Packages  Removal of prerequisite due to no longer required by industry | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4> |

| TITLE | Assessment requirements for FBPLAB3009 Prepare product or show samples |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has prepared and set-up bottle and package samples on at least one occasion, including:   * accessing workplace information to identify sample preparation requirements and specifications * liaising with clients: * cellar * bottling hall * marketing * winemaker * show society representatives * trade representatives * selecting, fitting and using personal protective clothing and equipment * confirming supply of necessary product, materials and services * confirming equipment status and condition * setting up and operating equipment to prepare sample to specification requirements * preparing product and materials in correct quantity and sequence: * sanitising bottles * tasting or checking quality of product sample to be processed * preparing and affixing trade labels * blending products to meet sample specifications: * ensuring a homogenous mix * undertaking activities to minimise oxidation and contamination * interpreting and calculating ratios * sensory evaluation of samples * treating or processing sample ready for bottling: * preparing and making additions and finings * operating filtration and separation equipment * activities to minimise oxidation and contamination * cold stabilisation * setting up and operating sample processing equipment to meet sample specifications: * centrifuge speed * filler size * stabilisation temperatures * inert gases * monitoring control points and equipment operation: * additions * sensory evaluation * clarity * preparing a sample to meet specifications * recognising and identifying non-conformance: * wine faults * out-of-condition product * out-of-specification results * taking corrective action for out-of-specification results and non-conformance * reporting and recording corrective action required * bottling and labelling product samples: * operating manual or automatic bottling equipment * flushing with inert gas * meeting desired fill height * avoiding contamination * sealing bottle * providing accurate, legible and relevant information on label * ensuring effective adhesion of label * packing samples for dispatch: * inserting in bottle capsules or post packs * packing in boxes * minimising risk of breakage or damage * including relevant documentation * providing handling and delivery instructions on outside of package * arranging dispatch and transport of samples * storing prepared samples appropriately: * temperature * leakage or seal maintenance * work health and safety (WHS) hazards * specific instructions * vibrations * ultraviolet (UV) light * sorting, collecting, treating, recycling or disposing of waste * shutting down equipment * maintaining work area to meet housekeeping standards * preparing equipment for cleaning * cleaning and sanitising equipment * conducting routine preventive maintenance * taking samples. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * purpose and principles of providing product samples * workplace policy and procedures, with regard to: * providing samples * preparing samples * packaging samples * labelling samples * dispatching and transporting samples * quality characteristics of products and materials used and effect on sample outcome * equipment and instrumentation components, purpose and operating parameters * services used * significance and method of monitoring control points within the process * common causes of variation or inaccuracies and corrective action required * work health and safety hazards and controls * procedures and responsibility for reporting problems * cleaning and sanitising requirements * routine maintenance requirements of equipment * waste handling requirements and procedures * blending processes and procedures * effect of oxidation on product sample quality and techniques to minimise oxidation * routine maintenance procedures * sampling techniques * wine sensory evaluation techniques * analytical test procedures. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * personal protective clothing and equipment as required * equipment, services and corresponding information as required * products and materials as required * cleaning procedures, materials and equipment as required * documentation and recording requirements and procedures * specifications: * work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements * instructions, information, specifications and schedules as required * relationships (internal and/or external): * internal and external customers and suppliers as required.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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