Modification history

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

| FBPCEL2019 | Carry out transfer operations |
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| Application | This unit of competency describes the skills and knowledge required to transfer various types of input and finished products between storage facilities, processing equipment and tankers or shipping containers.  The unit applies to individuals who work under general supervision, with limited autonomy and accountability for their own work.  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 | Cellar Operations (CEL) |

| 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. Prepare the transfer process for operation | 1.1 Confirm work instructions and identify potential work health and safety (WHS) hazards and controls in accordance with workplace procedures  1.2 Select and use personal protective clothing and equipment (PPE) relevant to the job role  1.3 Confirm availability and prepare product and materials to meet transfer requirements  1.4 Confirm that services are available and ready for operation  1.5 Check equipment and confirm readiness for use according to workplace procedures  1.6 Set the process to meet transfer requirements and work instructions |
| 2. Operate and monitor the transfer process | 2.1 Start up the transfer operation according to workplace procedures  2.2 Monitor control points to confirm equipment and performance is maintained within specification  2.3 Transfer product according to workplace requirements  2.4 Identify, rectify and report out-of-specification product, process and equipment performance |
| 3. Shut down the transfer process | 3.1 Shut the process down according to workplace procedures  3.2 Dismantle equipment safely and prepare for cleaning  3.3 Collect, treat and dispose of or recycle waste generated by both the transfer process and cleaning procedures  3.4 Conduct work according to workplace environmental guidelines  3.5 Record workplace information according to workplace procedures and 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 textual information from a variety of workplace documents |
| Writing | * Record workplace information using industry-based vocabulary, grammar and conventions |
| Oral Communication | * Converse clearly using industry-specific language |
| Numeracy | * Calculate numerical information relating to measurements, quantities and operational specifications * Interpret symbols and numbers to calibrate equipment and monitor control points |
| Navigate the world of work | * Follow clear instructions within defined level of responsibility * Recognise own work performance and seek assistance where required |
| Get the work done | * Recognise and act on opportunities for continuous improvement in accordance with workplace practices * Use the main features and functions of digital tools to identify and apply information in wine industry operations * Respond to routine problems using step-by-step instruction and procedures |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPCEL2019 Carry out transfer operations | FDFCEL2019A Carry out transfer operations | Updated to meet Standards for Training Packages  Minor changes to elements and performance criteria for clarity | 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 FBPCEL2019 Carry out transfer operations |
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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 demonstrated the following at least once:   * accessing workplace information to identify transfer requirements * selecting, fitting and using personal protective clothing and equipment * confirming supply of services, materials and product required for transfer operations * preparing product and materials for transferring * preparing and confirming status of equipment before commencing transfer operations * setting up and starting up the transfer process * monitoring transfer operations control points for: * contamination * product loss * dilution * oxidation * taking corrective action in response to out-of-specification results or non-compliance * shutting down equipment in routine and emergency situations * conducting work safely following work health and safety procedures * following workplace procedures for: * completing and maintaining records * reporting and recording problems, corrective action and environmental non-compliance * sorting, collecting, treating, recycling or disposing of waste * maintaining housekeeping and sanitation standards. | |

| 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 transfer * links between transfer operations and related processes in cellar operations * principal components and operation of transfer equipment: * pumps * hoses * valves * fixed lines * fittings * control instruments * stages and changes that occur during transfer and the effect of process stages on the end product * quality characteristics and uses of transferred product * product and materials preparation requirements and effect of variation on the process * main methods used in transfer * process specifications, procedures and operating parameters * basic operating principles of process control systems * significance and method of monitoring control points within the process: * flow rate * finish times * ullages * balances * product loss * dilution * oxidation * common causes of variation and corrective action required * shutdown and cleaning requirements associated with changeovers * types of shutdowns: * routine * emergency * workplace health and safety hazards and controls related to transfer operations * workplace procedures and responsibility for: * reporting problems, corrective actions and non-compliance * environmental issues and controls * waste handling requirements * completing and maintaining records * housekeeping and sanitation. |

| 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 for transfer operations * equipment and materials for transfer operations * products for transfer * cleaning materials, equipment and procedures * documentation or technology for recording and reporting information * specifications: * work instructions and workplace procedures for transfer operations.   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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