Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical 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 (PPE) 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  2.7 Liaise and communicate results to relevant work areas |
| 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 | * Comprehend textual information from a variety of workplace documents accurately |
| Writing | * Produce workplace documents using industry-based vocabulary, grammar and conventions |
| Oral Communication | * Converse clearly using industry-specific language |
| Numeracy | * Calculate numerical information relating to measurements, quantities and laboratory specifications |
| Navigate the world of work | * Comply with policies and procedures * Take responsibility for decisions made to meet laboratory requirements * Recognise own work performance and seek assistance where required |
| Interact with others | * Respect diversity and inclusion in the workplace * Connect and work with others in teams cooperatively |
| Get the work done | * Plan and organise work efficiently * Identify and solve problems creatively * Use the main features and functions of digital tools to complete computational analysis and recording of results * 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 as no longer required by industry  Code changed to reflect AQF alignment | 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 demonstrated the following at least once:   * 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 * conducting sensory evaluation of samples * treating or processing sample ready for bottling, including: * preparing and making additions and finings * operating filtration and separation equipment * undertaking activities to minimise oxidation and contamination * ensuring 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, including: * 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, including: * 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, taking into account requirements for: * 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. | |

| 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 their 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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