

**Modification history**

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0

FBPPBK2XX1	Operate a forming or shaping process
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to set up, operate, adjust and shut down a biscuit forming or shaping process.</p> <p>This unit applies to individuals who work under general supervision in a biscuit production environment. It typically applies to the production worker responsible for applying basic operating principles to the operation and monitoring of machines and equipment to form and shape biscuit dough. Biscuits may be for human consumption or animal feed.</p> <p>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.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Production Baking (PBK)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for work in processing area	1.1 Interpret to work instructions from supervisor and clarify where required 1.2 Identify health and safety hazards and inform supervisor 1.3 Wear appropriate personal protective equipment and clothing and ensure correct fit 1.4 Confirm materials and ingredients are available to meet operating and food safety requirements 1.5 Confirm equipment and services are available 1.6 Confirm equipment is clean and maintenance requirements have been met, according to health, safety and food safety requirements
2. Prepare for operation	2.1 Fit and adjust machine components and related attachments according to operating requirements 2.2 Enter processing or operating parameters to meet safety and production requirements 2.3 Check and adjust equipment performance according to operating requirements 2.4 Carry out pre-start checks according to operator instructions
3. Operate and monitor equipment	3.1 Start, operate and monitor the process for variation in operating conditions according to safe operating requirements 3.2 Monitor the process to confirm that formed product is produced to specification 3.3 Identify, adjust and/or report out-of-specification equipment, product or process outcomes according to workplace requirements
4. Shut down the process and conduct housekeeping	4.1 Identify the appropriate shutdown procedure and implement safely 4.2 Report maintenance requirements according to workplace procedures 4.3 Maintain work area to meet housekeeping standards 4.4 Maintain workplace records in required format

<b>Foundation Skills</b>	
<i>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.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>• Interpret workplace and standard operating procedures</li> <li>• Interpret production requirements</li> <li>• Interact with process control screens</li> </ul>
Writing	<ul style="list-style-type: none"> <li>• Record processing data on paper or using digital format</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>• Monitor and interpret production and process control indicators and data</li> <li>• Monitor supply and flow of materials to and from the process</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FBPPBK2XX1 Operate a forming or shaping process	FBPOPR2026 Operate a forming or shaping process  FBPOPR2025 Manufacture extruded and toasted products	Units merged  Minor changes to wording of Elements and Performance Criteria to clarify intent  Foundation skills refined  Performance Evidence clarified  Minor changes to Knowledge Evidence and Assessment Conditions	Equivalent unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>
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TITLE	Assessment requirements for FBPPBK2XX1 Operate a forming or shaping process
<b>Performance Evidence</b>	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.</p> <p>There must be evidence that the individual has operated a forming or shaping process on at least one occasion, including:</p> <ul style="list-style-type: none"> <li>• applying safe work practices</li> <li>• confirming supply and condition of necessary materials and services, including transferring and loading dough into hoppers</li> <li>• confirming condition of dough, including: <ul style="list-style-type: none"> <li>• dough type matches product specification</li> <li>• dough temperature, consistency/texture, moisture level, weight and colour</li> <li>• dough standing time</li> <li>• dough supply/quantities</li> </ul> </li> <li>• confirming setting selection, including: <ul style="list-style-type: none"> <li>• setting parameters for process type</li> <li>• setting equipment speeds</li> <li>• adjusting roller and web settings (as required)</li> <li>• adjusting depositing/extrusion settings (as required)</li> </ul> </li> <li>• starting, operating, monitoring and adjusting process equipment to achieve required outcomes, including control points and conducting inspections as required to confirm process remains within specification, including: <ul style="list-style-type: none"> <li>• biscuit size, shape and thickness</li> <li>• biscuit weight</li> <li>• dough temperature</li> </ul> </li> <li>• addressing routine processing issues.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>• purpose and basic principles of biscuit forming</li> <li>• basic operating principles of equipment, including: <ul style="list-style-type: none"> <li>• main equipment components</li> <li>• status and purpose of guards</li> <li>• equipment operating capacities and applications</li> <li>• the purpose and location of sensors and related feedback instrumentation</li> </ul> </li> <li>• services required and action to take if services are not available</li> <li>• the flow of the biscuit forming process and the effect of outputs on downstream processes</li> <li>• effect of dough quality on process outcomes</li> <li>• quality characteristics to be achieved by the process</li> <li>• quality requirements of materials and effect of variation on process performance</li> <li>• operating requirements and parameters and corrective action required where operation is outside specified operating parameters, including procedures for incorporating reworked dough and procedures for mending webs as required</li> <li>• typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems</li> <li>• methods used to monitor the production process, including inspecting, measuring and testing</li> <li>• inspection or test points (control points) in the process and the related procedures and recording requirements</li> <li>• contamination/cross contamination and food safety risks associated with the process and related control measures</li> <li>• microbiological, physical, chemical and allergenic hazards that can occur when processing biscuits, including the types of hazards likely to occur, the conditions under which they occur, and possible consequences</li> <li>• common causes of variation and corrective action required</li> </ul>	

<b>Knowledge Evidence</b>
<ul style="list-style-type: none"> <li>• health and safety hazards and controls relevant to operating a forming or shaping process</li> <li>• requirements of different shutdowns as appropriate to the process and workplace production requirements, including emergency and routine shutdowns, and procedures to follow in the event of a power outage</li> <li>• isolation, lock-out and tag-out procedures and responsibilities</li> <li>• procedures and responsibility for reporting production and performance information</li> <li>• environmental issues and controls relevant to the process, including waste/rework collection and handling procedures related to the process</li> <li>• basic operating principles of process control, including the relationship between control panels and systems and the physical equipment</li> <li>• cleaning and sanitation procedures for biscuit forming and shaping equipment</li> <li>• recording procedures to track traceability of product.</li> </ul>

<b>Assessment Conditions</b>
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:               <ul style="list-style-type: none"> <li>• a workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:               <ul style="list-style-type: none"> <li>• personal protective clothing and equipment</li> <li>• forming and shaping equipment and services</li> <li>• biscuit dough to be formed</li> <li>• cleaning materials and equipment.</li> </ul> </li> <li>• specifications:               <ul style="list-style-type: none"> <li>• work procedures, including advice on safe work practices, food safety, quality and environmental requirements</li> <li>• information on equipment capacity and operating parameters</li> <li>• production schedule and recipe/batch instructions</li> <li>• control points and processing parameters</li> <li>• recording requirements.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>

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