Modification history

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

| FBPBPG2005 | Operate the electronic coding process |
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| Application | This unit of competency describes the skills and knowledge required to set up, operate and shut down the electronic coding process.The unit applies to individuals who work under general supervision in bottling and packaging and are responsible for operating and monitoring the electronic coding process and associated equipment.No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.  |
| Prerequisite Unit | Nil |
| Unit Sector | Bottling and Packaging (BPG) |

| 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 to operate electronic coding equipment | 1.1 Confirm work instructions including identifying potential WHS hazards and controls with supervisor1.2 Select and use appropriate personal protective equipment1.3 Ensure that product and materials are available to meet electronic coding requirements1.4 Ensure that services are available and ready for operation1.5 Prepare electronic coding equipment and check to confirm readiness for use1.6 Set up equipment to meet coding requirements |
| 2. Input, store and retrieve data | 2.1 Access data according to workplace procedures2.2 Enter data to meet coding requirements2.3 File and retrieve data to meet coding requirements2.4 Follow security procedures according to workplace procedures |
| 3. Operate and monitor the electronic coding process | 3.1 Start-up electronic coding equipment according to operating instructions3.2 Monitor control points to confirm performance is maintained within equipment operation specification3.3 Code product according to specification3.4 Monitor electronic coding equipment to confirm operating condition3.5 Identify, rectify and report out-of-specification end product, process and equipment performance according to workplace procedures3.6 Liaise with operators in other work areas to ensure ongoing packaging process runs efficiently and effectively |
| 4. Shut down the bottle supply process | 4.1 Shut down electronic coding equipment according to operating instructions4.2 Prepare electronic coding equipment for cleaning according to workplace procedures |
| 5. Conduct housekeeping activities | 5.1 Carry out cleaning procedures5.2 Collect, treat and dispose of or recycle waste generated by both the process and cleaning procedures 5.3 Record workplace information according to workplace procedures |

| Foundation SkillsThis 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 | * Interprets key messages in standard operating procedures
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| Numeracy | * Identifies and comprehends relevant mathematical information in operating instructions, specifications and electronic coding requirements
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| Navigate the world of work | * Follows clear instructions within defined level of responsibility
* Recognises organisational expectations and follows explicit protocols and procedures
* Seeks clarification when required
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| Get the work done | * Responds 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 |
| FBPBPG2005 Operate the electronic coding process | FDFBP2005A Operate the electronic coding process | Updated to meet Standards for Training PackagesMinor changes to Performance Criteria to clarify intent | 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 FBPBPG2005 Operate the electronic coding process |
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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 safely and effectively set up, operated and shut down the electronic coding process on a minimum of one occasion, including:* confirming equipment is ready for operation, including:
* cleaning and sanitation processes are completed
* all inkjet heads have been purged and are operational
* equipment is set up for correct date and specified application
* all related touch screens and computers are operational
* line controls and conveyors are operational
* vacuum pumps are operational
* labels and inks are to specification
* printers have been tested and are operational
* pressure sensitive applicators are operational
* bottle feeds are filled with correct screws and stars and accurately aligned
* monitoring and adjusting process equipment to achieve required quality outcomes, ensuring:
* compressed air pressure is at correct level
* vacuum pressure is at correct level
* quality and legibility of coding
* all coding is correct as specified
* application of bar code pressure sensitive labels is as specified
* sensors are detecting missed labels
* fill height and volume is correct
* liaising with other work areas involved the packaging process
* completing workplace records as required
* applying safe work practices and identify WHS hazards and controls
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| 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 electronic coding equipment
* key features of electronic coding equipment and components which can include the mouse, keyboard, screen and control panel
* basic principles of data entry, storage and retrieval using information technology
* software functions, including codes, prompts and menus, as required, to perform coding tasks
* security and data management procedures
* links to related processes
* stages and changes which occur during the electronic coding process
* effect of process stages on end product
* quality characteristics and uses of end product
* effect of product and materials on process outcomes
* emergency and troubleshooting procedures
* process specification, procedures and operating parameters
* equipment and instrumentation components, purpose and operation
* basic operating principles of process control systems where relevant
* services required
* significance and methods of monitoring control points
* common causes of variation and corrective action required
* WHS hazards and controls
* routine maintenance requirements
* lock-out and tag-out procedures
* procedures and responsibility for reporting problems
* environmental issues and controls
* shutdown sequence
* shutdown and cleaning requirements associated with changeovers and types of shutdown
* collection, treatment and handling requirement for waste generated by process and cleaning operation
* recording requirements and procedures.
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| Assessment Conditions |
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| Assessment of skills must take place under the following conditions: * physical conditions:
* skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
* resources, equipment and materials:
* electronic coding equipment
* electronic coding resources and consumables
* tools and equipment for adjusting and maintaining equipment
* personal protective equipment (PPE)
* specifications:
* work procedures and operating instructions or instructions.

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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