

PREFACE

The ADB Loan 2028 MLD, Employment Skills Training Project's (ESTP) objective is to increase the number of Maldivians, men and women, actively participating in the labor force, employed and self employed. The Project will support the expansion of demand driven employment-oriented skills training in priority occupations and improve the capacity to develop and deliver Competency Based Skill Training (CBST). The Project aims to (i) provide youth with employment-oriented skills training; (ii) improve public perception of training and employment in locally available skills-oriented occupations; (iii) make available employment-related information to more Maldivians; and (iv) strengthen the capacity for labor administration and for labor market analysis.

The objective of the project is to deliver CBST programs to satisfy employer demand-driven needs. The National Competency Standards (NCS) provide the base for this training. Initially training will be focused on five key sectors: tourism, fisheries and agriculture, transport, construction and the social sectors. These sectors are included as priority sectors in the national development plan and play a vital role in the continued economic growth of the country.

The NCS are developed in consultation with Employment Sector Councils representing employers. They are designed using a consensus format endorsed by the Maldives Accreditation Board (MAB) to maintain uniformity of approach and the consistency of content amongst occupations. This single format also simplifies benchmarking the NCS against relevant regional and international standards.

NCS specify the standards of performance of a competent worker and the various contexts in which the work may take place. NCS also describes the knowledge, skills and attitudes required in a particular occupation. They provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competency acquired following training or through work experience. By sharing this information, all participants in the training process have the same understanding of the training required and the standard to be reached for certification. Certification also becomes portable and can be recognized by other employers and in other countries with similar standards.

NCS are the foundation for the implementation of the Technical and Vocational Education and Training (TVET) system in Maldives. They ensure that all skills, regardless of where or how they were developed can be assessed and recognized. They also form the foundation for certifying skills in the Maldives National Qualification Framework (MNQF).

NCS are developed by the TVET Section of Ministry of Higher Education, Employment and Social Security. The NCS are endorsed by the Employment Sector Councils of the respective sectors and validated by the Maldives Accreditation Board.

Dr. Ibrahim Hassan
Project Director
ESTP

Ms. Mariyam Noordeen
Asst. Executive Director
TVET

Mr. Abdul Hannan Waheed
Director
MAB

Technical Panel Members		
Name	Company	
Mr. Adnan Ali	Horizon Fisheries Pvt. Ltd	
Mr. Ibrahim Waseem	Horizon Fisheries Pvt. Ltd	
Mr Ali Ahmed	MIFCO	
Mr. Mohamed Manik	Horizon Fisheries Pvt. Ltd	
Mr. Hussein Yoosuf	MIFCO	
Mr. Abdul Wahid	MIFCO	
Mr. Mohamed Nasheed	MIFCO	
Mr. Mohammed Waseem	Ensis Maldives Pvt. Ltd	
Developer		
Name	Designation	Company
Shazla Mohamed	Consultant	MHEESS
Employment Sector Councils		
Name	Designation	Company
Dr. Fathin Hameed	Deputy Minister	Min.of Fisheries, Agriculture and Marine Resources
Mr. Abdulla Saeed	Asst. Director General	Min.of Fisheries, Agriculture and Marine Resources
Ms. Aminath Aroosha	Consultant	Alividhaa Maldives Pvt Ltd
Mr.Mohammed Waseem	Director	Ensis Fishing.Pvt.Ltd
		MIFCO
Mr. Mohamed Rasheed	Deputy Managing Director	Horizon Fisheries Private Limited
Ms. Zeeniya Zahir		Maldives Fisherman Association
Mr. Ali Faiz	Deputy Managing Director	Villa Fishing Co Pvt Ltd
Mr. Abdul Rahman Ali	Manager	Island Enterprises Pvt Ltd
Mr. Mohamed Naseem	Manager - Maafahi Project Supply	Seagull Group Pvt Ltd
National Competency Standard has been Endorsed by		
Dr. Fathin Hameed Chariman, F&A Sector Council		
Mr. Mohamed Rasheed vice Chairman, F&A Sector Council		
Technical Vocational Education and Training Section Ministry of Higher Education Employment and Social Security Haveere Hingun, Male' / Maldives Telephone: 3347411, Fax: 3347493 Email: PIU@employment.gov.mv		
Date of Endorsement		Date of revision

KEY FOR CODING

Coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector (CON) Fisheries and Agriculture Sector (FNA) Transport sector (TRN) Tourism Sector (TOU) Social Sector (SOC) Foundation (FOU)
Competency Standard	S
Occupation with in a industry Sector	Two digits 01-99
Unit	U
Common Competency	1
Core Competency	2
Optional/ Elective Competency	3
Assessment Resources Materials	A
Learning Resources Materials	L
Curricula	C
Qualification	Q1, Q2 etc
MNQF level of Qualification	L1, L2 etc
Version Number	V1, V2 etc
Year of endorsement of standard, qualification	By two digits Example- 07

1. Endorsement Application for Qualification 01		
2. NATIONAL CERTIFICATE I IN FISH PROCESSING AND QUALITY CONTROL		
3. Qualification code: FNA01SQ1L108		Total Number of Credits: 10.1
4. Purpose of the qualification The holders of this qualification will be will be competent to work in the Fisheries Sector as a Fish Processing and Quality Controller. The level one qualification presented here will facilitate preparing students to the entry level workplace tasks.		
5. Regulations for the qualification		National Certificate I in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+8+9+10
6. Schedule of Units		
Unit Title	Unit Title	Code
1	Apply safe working practices	FNA01S1U01V1
2	Maintain personal hygiene and apply hygienic practices	FNA01S1U02V1
3	Follow policies and procedures	FNA01S1U03V1
8	Clean and sanitize fish processing areas	FNA01S2U01V1
9	Employ basic knife skills to cut fish	FNA01S2U02V1
10	Receive and handle raw fish	FNA01S2U03V1
7. requirements	Accreditation	The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification
8. sequencing of units	Recommended	As appearing under the section 06

1. Endorsement Application for Qualification 02		
2. NATIONAL CERTIFICATE II IN FISH PROCESSING AND QUALITY CONTROL		
3. Qualification code: FNA01SQ2L208		Total Number of Credits: 50
4. Purpose of the qualification The holders of this qualification will be will be competent to work in the Fisheries Sector as a Fish Processing and Quality Controller. The level two qualification presented here will facilitate preparing students to work in local fish processing industry.		
5. Regulations for the qualification		National Certificate II in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+4+5+8+9+10+11+12+13+14
6. Schedule of Units		
Unit Title	Unit Title	Code
1	Apply safe working practices	FNA01S1U01V1
2	Maintain personal hygiene and apply hygienic practices	FNA01S1U02V1
3	Follow policies and procedures	FNA01S1U03V1
4	Communicate effectively in the workplace	FNA01S1U04V1
5	Operate Machinery and Equipment	FNA01S1U05V1
8	Clean and sanitize fish processing areas	FNA01S2U01V1
9	Employ basic knife skills to cut fish	FNA01S2U02V1
10	Receive and handle raw fish	FNA01S2U03V1
11	Work under a HACCP system	FNA01S2U04V1
12	Store fishery products temporarily	FNA01S2U05V1
13	Salt, smoke and dry fish	FNA01S2U06V1
14	Pack and stack fishery products	FNA01S2U07V1
7. Accreditation requirements	The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification	
8. Recommended sequencing of units	As appearing under the section 06	

1. Endorsement Application for Qualification 03		
2. NATIONAL CERTIFICATE III IN FISH PROCESSING AND QUALITY CONTROL		
3. Qualification code: FNA01SQ3L308		Total Number of Credits: 90
4. Purpose of the qualification The holders of this qualification will be will be competent to work in the Fisheries Sector as a Fish Processing and Quality Controller. The level two qualification presented here will facilitate preparing students to work in local fish processing industry.		
5. Regulations for the qualification		National Certificate III in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+4+5+6 +7+8+9+10+11+12+13+14+15+16+17+18+19 +20+21
6. Schedule of Units		
Unit Title	Unit Title	Code
1	Apply safe working practices	FNA01S1U01V1
2	Maintain personal hygiene and apply hygienic practices	FNA01S1U02V1
3	Follow policies and procedures	FNA01S1U03V1
4	Communicate effectively in the workplace	FNA01S1U04V1
5	Operate Machinery and Equipment	FNA01S1U05V1
6	Perform basic first aid	FNA01S1U06V1
7	Manage people on the work floor	FNA01S1U07V1
8	Clean and sanitize fish processing areas	FNA01S2U01V1
9	Employ basic knife skills to cut fish	FNA01S2U02V1
10	Receive and handle raw fish	FNA01S2U03V1
11	Work under a HACCP system	FNA01S2U04V1
12	Store fishery products temporarily	FNA01S2U05V1
13	Salt, smoke and dry fish	FNA01S2U06V1
14	Pack and stack fishery products	FNA01S2U07V1
15	Control and maintain quality in fish processing	FNA01S2U08V1
16	Supervise a fish processing operation under a HACCP system	FNA01S2U09V1
17	Freeze and chill fishery products	FNA01S2U10V1
18	Cut and fillet fish	FNA01S2U11V1
19	Pack various fishery products	FNA01S2U12V1
20	Supervise can filling and seaming operations	FNA01S2U13V1
21	Sterilise canned fish products	FNA01S2U14V1
7. Accreditation requirements	The training provider should have a workshop or similar training facility to provide the trainees the hands-on experience related to this qualification	
8. Recommended sequencing of units	As appearing under the section 06	

UNITS DETAILS

Unit Title	Unit Title	Code	Level	No of credits
1	Apply safe working practices	FNA01S1U01V1	2	2
2	Maintain personal hygiene and apply hygienic practices	FNA01S1U02V1	2	2
3	Follow policies and procedures	FNA01S1U03V1	2	0.1
4	Communicate effectively in the workplace	FNA01S1U04V1	2	0.1
5	Operate Machinery and Equipment	FNA01S1U05V1	2	8
6	Perform basic first aid	FNA01S1U06V1	3	5
7	Manage people on the work floor	FNA01S1U07V1	4	0.1
8	Clean and sanitize fish processing areas	FNA01S2U01V1	1	2
9	Employ basic knife skills to cut fish	FNA01S2U02V1	1	2
10	Receive and handle raw fish	FNA01S2U03V1	1	2
11	Work under a HACCP system	FNA01S2U04V1	2	8
12	Store fishery products temporarily	FNA01S2U05V1	2	8
13	Salt, smoke and dry fish	FNA01S2U06V1	2	8
14	Pack and stack fishery products	FNA01S2U07V1	2	8
15	Control and maintain quality in fish processing	FNA01S2U08V1	3	5
16	Supervise a fish processing operation under a HACCP system	FNA01S2U09V1	3	5
17	Freeze and chill fishery products	FNA01S2U10V1	3	5
18	Cut and fillet fish	FNA01S2U11V1	3	5
19	Pack various fishery products	FNA01S2U12V1	3	5
20	Supervise can filling and seaming operations	FNA01S2U13V1	3	5
21	Sterilise canned fish products	FNA01S2U14V1	3	5

Packaging of National Qualifications:

National Certificate I in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+8+9+10

Qualification Code: FNA01SQ1L108

National Certificate II in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+4+5+8+9+10+11+12+13+14

Qualification Code: FNA01SQ2L208

National Certificate III in Fish Processing and Quality Control will be awarded to those who are competent in units 1+2+3+4+5+6
+7+8+9+10+11+12+13+14+15+16+17+18+19
+20+21

Qualification Code: FNA01SQ3L308

COMPETENCY STANDARDS FOR

FISH PROCESSING AND QUALITY CONTROLLER

Unit No	Unit Title
1.	Apply safe working practices
2.	Maintain personal hygiene and apply hygienic practices
3.	Follow policies and procedures
4.	Communicate effectively in the workplace
5.	Operate Machinery and Equipment
6.	Perform basic first aid
7.	Manage people on the work floor
8.	Clean and sanitize fish processing areas
9.	Employ basic knife skills to cut fish
10.	Receive and handle raw fish
11.	Work under a HACCP system
12.	Store fishery products temporarily
13.	Salt, smoke and dry fish
14.	Pack and stack fishery products
15.	Control and maintain quality in fish processing
16.	Supervise a fish processing operation under a HACCP system
17.	Freeze and chill fishery products
18.	Cut and fillet fish
19.	Pack various fishery products
20.	Supervise can filling and seaming operations
21.	Sterilise canned fish products

DESCRIPTION OF AN FISH PROCESSING AND QUALITY CONTROLLER

Work of Fish Processing and Quality Controller involves fish handling and holding, primary processing (heading, gutting, filleting), cleaning, maintain chilling and freezing operations, raw material stock management for processing operations, control smoking operations (time & temp), drying operations, packaging and storage, quality assessment during and after processing, taking necessary measures in order to prevent post-harvest losses of the product and so on.

Participants may be employed in private sector companies who deal in post harvest fish processing such as in freezing and canning plant operations. Where the work is done at home, the training encourages and supports quality control and efficient production.

COMPETENCY STANDARD DEVELOPMENT PROCESS

The competencies were determined based on the analysis of the tasks expected to be performed by the Fish processing and Quality Controller in the Maldives. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the field of Fish processing and Quality controller training in Maldives. Competency standards used for similar type of training in other countries were also examined

UNIT TITLE	Apply Safe Working Practices				
DESCRIPTOR	This unit incorporates safety guidelines and encompasses competencies necessary to apply basic safety and emergency procedures to maintain a safe workplace for staff, customers and others.				
CODE	FNA01S1U01V1	LEVEL	2	CREDIT	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Apply basic safety procedures	<p>1.1. Procedures to achieve a safe working environment followed and maintained in line with existing regulations and requirements and according to worksite policy</p> <p>1.2. All unsafe situations recognized and reported according to worksite policy</p> <p>1.3. All breakdowns in relation to machinery and equipment reported to supervisor or nominated persons</p> <p>1.4. Fire and safety hazards are identified and precautions taken or reported according to worksite policy and procedures</p> <p>1.5. Dangerous goods and substances identified, handled and stored according to worksite policy and procedures.</p> <p>1.6. Worksite policy regarding manual handling practice followed</p> <p>1.7. Participation in consultative arrangements established by company</p>
2. Apply emergency procedures	<p>2.1. Worksite policies and procedures regarding illness or accidents identified and applied</p> <p>2.2. Safety alarms identified</p> <p>2.3. Qualified persons contacted in the event of accident or sickness of customers or staff and accident details are documented according to worksite accident/ injury procedures</p> <p>2.4. Worksite evacuation procedures identified and applied</p>

RANGE STATEMENT

Unsafe situations may include but not limited to sharp cutting tooling and instruments, electricity and water, hazardous chemicals and toxic substances, damaged packing material or containers, broken or damaged equipment, flammable materials and fire hazards, lifting practices, spillages, waste and debris especially on floors, ladders, trolleys and glue guns/burns

Emergency procedures may include sickness, accidents, fire or store evacuation involving staff or customers

Tools, equipment and materials required may include:

- Fire fighting equipment
- Standard operating procedures

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Communicating effectively with others involved in or affected by the work
- Identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons
- Operating fire-fighting appliances
- Safely handling and storage of dangerous and/or hazardous goods and substances
- Applying safe manual handling practices
- Safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite
- Following worksite evacuation procedures

- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring safe working practices
- Worksite or equivalent instructions on safe working practice
- Hazardous chemicals and/or dangerous goods information
- Materials, tooling and equipment
- Fire-fighting appliances and fire test facilities

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of common terminology used in the fish processing industry • Working knowledge of workplace safety regulations/requirements, equipment, material and personal safety requirements • Working knowledge of safe manual handling theories and practices • Working knowledge of the selection and application of fire- 	<ul style="list-style-type: none"> • Competent in communicating basic fish processing terminologies. • Competent to work according to safety regulations • Competent to work safely with workplace equipments, materials and colleagues • Undertake safe manual handling jobs • Skill to select and apply appropriate fire fighting appliances

<p>fighting appliances</p> <ul style="list-style-type: none"> • Working knowledge of dangerous goods and hazardous chemicals handling processes • Detailed knowledge of worksite reporting procedures 	<ul style="list-style-type: none"> • Ability to safely handle dangerous good and hazardous chemicals • Competent to undertake appropriate worksite reporting procedures
---	---

UNIT TITLE	Maintain personal hygiene and apply hygienic practices				
DESCRIPTOR	This unit deals with necessary skills and knowledge required for maintaining the hygiene of workers and the hygienic practices that should be applied at any type of fish processing unit together with injury and illness reporting procedures.				
CODE	FNA01S1U02V1	LEVEL	2	CREDIT	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Maintain personal hygiene	1.1. Adequate level of personal cleanliness observed throughout the work 1.2. Nails maintained short with no nail varnish or false nails 1.3. Appropriate and clean protective clothing worn in accordance with company requirements 1.4. Hand washing practiced at times specified by the company 1.5. Hands washed and sanitized properly following the SOP 1.6. Procedures for entering the processing area followed in accordance with the company requirements 1.7. All protective clothing cleaned, stored and disposed in accordance with the company policies and procedures
2. Apply hygienic work practices	2.1. Hygienic practices necessary for preventing cross contamination applied throughout the work 2.2. Eating, drinking, smoking, spitting, scratching or other such practices which may contaminate fish or fishery products avoided 2.3. Work areas cleaned during production at specified times following the correct cleaning procedure 2.4. Tools, materials, equipment used in a manner that does not contaminate product 2.5. Product contaminated during processing handled in accordance with the company

	requirements
3. Practice Injury and illness reporting	<p>3.1. The need to immediately notify the relevant person of any illness or injury that may lead to contamination of the product, identified</p> <p>3.2. The need for routine medical check-up noted</p> <p>3.3. Any symptoms of food borne illness immediately notified to the relevant person</p> <p>3.4. Any skin infections or conditions, running nose, coughs or other respiratory track infections, infections of the eye, ear nose mouth and throat reported to the supervisor</p> <p>3.5. Boils, septic cuts or other such lesions which contain Staphylococcus aureus reported to the supervisor</p> <p>3.6. Uninfected wounds, abrasions, burns and cuts covered with water proof dressing as per the company policies and procedures</p>

RANGE STATEMENT

Protective clothing include head gear, aprons, overalls or other to replace/ cover the street clothes, boots and gloves

Hand washing may be practiced before entering the processing, after going to the toilet, after handling contaminated food, after coughing, sneezing or nose blowing

Procedures for entering the processing area may include removal of jewellery, watches etc, washing and sanitising of hands and boots, protective clothing

Symptoms of food borne illness include diarrhoea, vomiting, nausea, stomach pains

Tools, equipment and materials required may include:

Equipment may include cleaning equipment such as brushes, brooms, hose, high pressure hose, and hot water bath

Materials may include cleaning chemicals, disinfectants, and sanitizers, hot and cold water

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Maintaining adequate level of all aspects of personal hygiene and cleanliness
- Applying correct techniques for hand washing
- Applying hygienic work practices to prevent cross contamination
- Following cleaning procedures for effective cleaning of work areas
- Immediately reporting any symptoms of food borne illness
- Notifying illness or injuries that may contaminate food
- Undertaking routine medical checkups
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring hygienic work practices
- Procedures or instructions on personal hygiene and hygienic practices including hand washing procedures
- Procedures/ cleaning schedules for cleaning of food areas
- Protective clothing
- Materials, tooling and equipment
- Cleaning equipment and chemicals

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of the implications of inadequate personal hygiene on product safety • General knowledge of the implications of inadequate personal hygiene or unhygienic practices on product safety • General knowledge of common terminologies used in hygiene including personal hygiene • Working knowledge of regulations/ requirements pertinent to personal hygiene and hygienic practices in fish processing • General knowledge on the modes of cross contamination as a result of inadequate personnel hygiene or unhygienic practices • Working knowledge of the application and importance of correct hand washing techniques 	<ul style="list-style-type: none"> • Apply adequate personal hygiene measures to ensure product safety • Undertake effective hygiene measures to ensure product safety • Competent in communicating basic hygiene terminologies • Competent to work according to relevant hygiene regulations and procedures • Competent to work to meet requirements for personnel hygiene and hygienic practices • Competent to apply adequate hygienic measures and practice personal hygiene to avoid cross contamination • Ability to wash hands effectively • Ability to notify symptoms of food borne illnesses • Competent to undertake appropriate illness and injury reporting procedures

<ul style="list-style-type: none">• Knowledge on general symptoms of food borne diseases• Detailed knowledge and importance of illness and injury reporting procedures	
---	--

UNIT TITLE	Follow policies and procedures				
DESCRIPTOR	This unit covers the competence in terms of knowledge and skills required to understand and follow company policies and procedures and applicable legislation together with application of ethics to all activities at work				
CODE	FNA01S1U03V1	Level	2	Credit	0.1

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Follow written or spoken policies and procedures	1.1. Relevant written or spoken workplace policies and procedures clearly understood 1.2. Job responsibilities clearly noted and followed 1.3. Work place agreements clearly understood and work consistent with this requirement 1.4. Work place policies and procedures supported by the job role, properly followed 1.5. Relevant work instructions or standard operating procedures sourced 1.6. Relevant work instructions or standard operating procedures correctly interpreted and accurately followed 1.7. Operating instructions for equipment accurately followed 1.8. Clarification sought and obtained from supervisor or other appropriate person when necessary
2. Follow legislative and certification requirements	2.1. Relevant sections of applicable legislation followed as per the procedures or instructions 2.2. Requirements of the relevant industry certification followed as per the procedures or instructions 2.3. Legislative requirements related to employment issues followed 2.4. Legislative requirements for hygiene and food safety complied 2.5. General requirements for fisheries regulations and standards strictly followed as per the procedures or work instructions 2.6. Legislation pertinent to personnel and administrative procedures followed as per the instructions 2.7. Applicable legislation of the exporting country

	followed as per the procedures or instructions
	2.8. Requirements for industry certification followed
3. Work ethically	3.1. Actions within the job description and consistent with the organizational philosophy 3.2. Prompt and consistent performance of duties applied to all workplace activities 3.3. Information and skill relevant to work shared with co-workers. 3.4. Inappropriate gifts not accepted 3.5. Company resources and possessions used for the purpose intended 3.6. Care is taken to behave in a reasonable and careful manner at all times 3.7. Confidentiality is maintained 3.8. Problems and conflict are recognized and resolved or referred to appropriate person/supervisor

RANGE STATEMENT

Policy and procedures relevant to the work may cover areas:

- Job descriptions
- Workplace agreements
- Duty rosters
- Grievance procedures
- Confidentiality requirements
- Appropriate relationship with clients
- Gifts and gratitude
- Food safety and quality management procedures including Standard Operating Procedures (SOPs), operating instructions for equipment
- Occupational health and safety
- Administrative system of the workplace including filing, record keeping, workplace programs and time table management system, use of equipment, staff roster

Industry certification may be attained for:

- Hazard Analysis and Critical Control Point (HACCP) or ISO 22000
- Quality Management System, ISO 9001:2000 or equivalent
- Testing Laboratory Accreditation, ISO 17025 or equivalent
- Environmental Management System, ISO 14000

Tools, equipment and materials required may include:

Materials may include written workplace policies and procedures, hard or soft copies of the applicable legislation, copies of operating procedures or work instructions, quality manuals and procedure manuals etc.

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment under the normal range of work conditions.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Following company policies and procedures, within the scope of the work
- Following job responsibilities and agreements
- Interpreting and following work instructions or operating procedures
- Essential requirements of relevant sections of the applicable legislation
- Following applicable legislation
- Essential knowledge of relevant certification requirements
- Following requirements for particular certification
- Applying ethics to all workplace activities
- Maintaining confidentiality at work
- Obtaining clarifications from relevant personnel
- Recognizing and resolving conflicts or referring to appropriate person

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances over the normal range of work activities.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements. Assessments may include observations, questioning and evidence gathered from the workplace environment.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Written company policies and procedures
- Operating procedures or work instructions
- Materials, tooling and equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• Essential knowledge of the company policies and procedures• Detailed knowledge of the work covered in the job description• Working knowledge of the requirements in the operating procedures or work instructions• Working knowledge of applicable legislation• Working knowledge of applicable certification requirements• Working knowledge of the requirements for working ethically and the consequences of not following these	<ul style="list-style-type: none">• Ability to source written policies and procedures• Ability to follow company policies and procedures• Ability to follow job responsibilities• Ability to source and follow operating procedures or work instructions• Competent to work according to applicable legislation• Ability to follow requirements for the certification• Undertake necessary measures to apply ethics at work• Ability to understand requirements and follow workplace agreements• Maintain confidentiality at work

<ul style="list-style-type: none">• General knowledge of the consequence of not adhering to workplace agreements and disclosing confidential information	
--	--

UNIT TITLE	Communicate effectively in the workplace				
DESCRIPTOR	This unit covers the competence required to communicate effectively in the workplace by written and oral means. The unit encompasses the ability to follow written material, fill in relevant forms or documents, gather and deliver verbal messages and communicate effectively in a group.				
CODE	FNA01S1U04V1	Level	2	Credit	0.1

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Follow written procedures, instructions and notices	1.1. Written workplace policies read, correctly interpreted and followed 1.2. Routine written procedures and instructions read, correctly understood and followed in sequence 1.3. Written notice read and interpreted correctly 1.4. Clarification sought from supervisors or equivalent people when procedures and instructions are not fully understood 1.5. Specific information relevant to the purpose located from written procedures or other written material 1.6. Key information in written material relevant to the work interpreted correctly
2. Fill in forms and documents	2.1. Records required by routine work completed correctly and legibly on standard forms available 2.2. Other documents required by routine work completed correctly and legibly 2.3. Forms relating to conditions of employment completed accurately and legibly 2.4. Routine measures accurately calculated when necessary using simple arithmetic processes either manually or by use of computers 2.5. Computers correctly operated and relevant data or information are accurately entered into the system 2.6. Errors in recording information on forms/ documents identified and rectified
3. Gather and deliver verbal messages	3.1. Information delivered verbally gathered by listening and correctly interpreted

	<p>3.2. Spoken instructions followed correctly in appropriate sequence</p> <p>3.3. Clarification sought from supervisors or equivalent personnel when information or instructions communicated orally are not fully understood</p> <p>3.4. Information relevant to work clearly communicated to the appropriate supervisors or managers</p>
4. Contribute to group discussions and meetings	<p>4.1. Meetings or discussion sessions attended on time and effectively participated</p> <p>4.2. Views expressed by others carefully listened without interruption</p> <p>4.3. Own views regarding a particular problem clearly expressed</p> <p>4.4. Discussions with other members of the group conducted in a courteous manner using appropriate language</p> <p>4.5. Tone of the voice, body language and gestures appropriate to the situation</p> <p>4.6. Questions relevant to the topic being discussed asked and responded to</p>

RANGE STATEMENT

Written policies, procedures, instructions and notices may include

- Company policies and procedures
- Standard Operating Procedures (SOPs)
- Operating instructions for machines/ equipment, instructions on walls to remind personnel for examples instructions for effective hand washing in the hand wash station
- Signs and symbols
- Safety material
- Duty rosters
- Simple graphs , tables
- Personnel information, notes
- A range of health, safety and other notices

Forms include: standard forms for recording measured data, personnel forms, telephone message forms, safety reports, shift reports, rosters

Records may be made manually or on a computer system

Discussion may encompass: verbal (face-to-face, telephone, electronic); written (electronic, memos, instructions, forms); non-verbal (gestures, signals, signs, diagrams)

Tools, equipment and materials required may include:

Standard Operational Procedures of the organization.

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of settings requiring communication either verbal or written. Assessment methods suggested include written or oral short answer testing, practical exercises, observation of work activities.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Understanding key information and locating specific information in written material
- Understanding and following written procedures, instructions, notices etc.
- Completing forms and other documents correctly and legibly
- Estimating and calculating routine workplace data manually or using computers
- Gathering and following information and instructions delivered verbally
- Communicating effectively with others involved in or effected by work
- Participating effectively in interactive workplace communication using language commonly used in the workplace
- Listening views expressed by others
- This unit is best assessed in conjunction with other units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- A range of health, safety and other notices commonly found in the workplace
- Workplace personnel forms
- Records required by routine work on standard forms such as QC or HACCP record forms
- Written operating procedures (SOPs, equipment use, sanitation)
- Common instructions or information delivered verbally in the workplace either on a CD, tape or other such format

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• Sufficient knowledge of the language commonly used in the workplace to read written material related to the work role• Working knowledge of the company policies and procedures applicable to the work role• Sufficient knowledge of the language commonly used in the workplace to write written material related to the work role• Working knowledge of simple	<ul style="list-style-type: none">• Ability to correctly interpret and follow written material related to the work role• Ability to locate specific information in written material• Ability to correctly interpret and follow written policies and procedures• Competent in reading and understanding written instructions• Competent in completing forms and documents required by the work role• Skill to estimate and calculate routine workplace data• Skill to operate computers and enter data

<p>arithmetic</p> <ul style="list-style-type: none"> • Working knowledge of computers appropriate to the work role • General knowledge of the requirements to listen carefully • Detailed knowledge of the requirements for verbal communications • Working knowledge of language appropriate to the situation 	<p>or information required by the work role</p> <ul style="list-style-type: none"> • Ability to gather and follow information delivered verbally • Skill to listen to understand messages delivered by others • Undertake effective verbal communications • Ability to communicate effectively in a group • Ability to employ appropriate non verbal communications • Ability to address to others in a courteous
--	---

UNIT TITLE	Operate Machinery and Equipment				
DESCRIPTOR	This unit covers the competence required to operate machinery and equipment commonly used in fish processing facilities. The unit includes preparation to start- up equipment or machinery, operation of the machinery to achieve the desired output and shutdown procedures.				
CODE	FNA01S1U05V1	Level	2	Credit	8

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare to operate machinery/ equipment	<p>1.1. The components of the machinery or equipment identified and the function of each part explained</p> <p>1.2. Work area cleaned and sanitized according to the standard operating procedure at a specified frequency</p> <p>1.3. The machinery or equipment cleaned and sanitized according to the cleaning schedule</p> <p>1.4. Working parameters of machinery/ equipment set according to company requirements</p> <p>1.5. Daily check on machinery and equipment conducted</p> <p>1.6. Safety requirements, including equipment safety requirements and personal protection needs observed throughout the work</p> <p>1.7. Warnings in relation to the use of potentially unsafe parameters such as high temperature and pressure observed</p> <p>1.8. Company policies and procedures to ensure safety of the product applied throughout the work</p>
2. Operate common fish processing machinery and equipment	<p>2.1. The machinery/ equipment started up and common start-up problems solved in line with the operating instructions</p> <p>2.2. The machinery/ equipment operated as per the operating procedure</p> <p>2.3. Control parameters of the machinery/ equipment controlled as per the company requirements</p> <p>2.4. Working parameters monitored at set frequencies</p>

	<p>and the values recorded as per the standard operating procedures</p> <p>2.5. Any deviations of the control parameters identified and prompt action taken or relevant people notified</p>
3. Shutdown machinery and equipment	<p>3.1. The machinery or equipment shut down according to the operational procedures.</p> <p>3.2. When the work output is not as desired, the product or other items are handled according to the standard operating procedure.</p> <p>3.3. Machinery or equipment cleaned and sanitized as per the standard operating procedure</p> <p>3.4. Records required by the process and associated operations made and maintained</p>
4. Attend minor maintenance of machinery and equipment	<p>4.1. Maintenance requirements of the machinery and equipment identified</p> <p>4.2. Minor machinery or equipment maintenance attended to</p> <p>4.3. Major maintenance or repair reported to maintenance department or other appropriate person</p> <p>4.4. Preventive maintenance of the equipment requested as scheduled</p>

RANGE STATEMENT

Machinery or equipment used in the fish processing facilities may include:

Vacuum pack machine, fish filleting equipment, mincing equipment, can filling and seaming machinery, ingredient filling equipment, retorting equipment.

Working parameters may include:

Time, temperature, pressure, flow rate, vacuum time, sealing time and temperature etc.

Tools, equipment and materials required may include:

Tooling and equipment may include common machinery and equipment employed in fish processing, cleaning equipment

Materials may include materials for cleaning and sanitizing; for minor maintenance work

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects the use of a range of common machinery/ equipment employed in fish processing.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying and explaining the components of machinery/ equipment
- Identifying and setting working parameters of the machine/ equipment
- Undertake daily machine/ equipment checks
- Observing food safety and health and safety requirements during the operations
- Starting up and shutting down machinery/ equipment
- Operating the machinery/ equipment to meet the control parameters
- Monitoring of control parameters and taking corrective actions when required
- Documenting and maintain related records
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring safe working practices
- Worksite or equivalent instructions on safe working practice
- Hazardous chemicals and/or dangerous goods information
- Materials, tooling and equipment
- Fire-fighting appliances and fire test facilities

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of the components and their use of common machinery/ equipment• Working knowledge of correct working parameters for the machine/ equipment• Working knowledge of the process of the routine machine/ equipment checks• Working knowledge of machine/ equipment start-up and shut down procedures• Working knowledge of operating procedures for machinery/ equipment• Working knowledge of the process conditions and parameters and any deviations• Detailed knowledge of documentation procedure• Detailed knowledge of the requirements for food safety and health and safety in operating machinery/ equipment and the implications	<ul style="list-style-type: none">• Ability to identify and explain the functions of major components of the commonly employed machinery/ equipment• Skills to identify and set correct working of the machinery/ equipment• Undertake daily machine/ equipment checks• Competent in starting up and shutting down machinery/ equipment• Ability to operate machine/ equipment within the set process parameters• Competent in monitoring process conditions and take corrective actions in case of deviations• Ability to complete and maintain record forms• Ability to observe food safety and health and safety requirements

UNIT TITLE	Perform basic first aid				
DESCRIPTOR	<p>This unit covers the skills and knowledge required to perform basic first aid due to injuries incurred at work or medical emergencies to minimize further injury or death. The unit involves assessing the situation, applying basic first aid techniques, communicating details of the incidents and completing the report.</p> <p>The unit excludes dealing with complex casualties or incidents and only involves initial response where first aid is provided until more advanced medical care is available.</p>				
CODE	FNA01S1U06V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Assess the situation	<p>1.1. Physical hazards to the health and safety of oneself and the other workers identified</p> <p>1.2. Immediate risk to health and safety of oneself and casualty minimized by controlling the hazard in accordance with the company requirements</p> <p>1.3. Vital signs of the casualty and his/her physical condition assessed in accordance with the company procedures</p> <p>1.4. The nature of injuries/ medical emergency identified and prioritized, and appropriate treatment and equipment is selected</p> <p>1.5. The context of injury/medical emergency determined and methods appropriate to the circumstances selected</p>
2. Apply basic first aid techniques	<p>2.1. First aid management provided in accordance with established first aid procedures and available medications, resources and equipment</p> <p>2.2. Treatment appropriate to the circumstances selected using the material and resources available</p> <p>2.3. Casualty reassured in a caring and calm manner and made comfortable using available</p>

	<p>resources</p> <p>2.4. First aid assistance sought from others in a timely manner and as appropriate</p> <p>2.5. Casualty's condition monitored and responded in accordance with effective first aid principles and workplace procedures.</p> <p>2.6. Casualty management finalized according to casualty's need and first aid principles</p>
3. Communicate details of the incident	<p>3.1. Appropriate medical assistance requested using relevant communication media and equipment</p> <p>3.2. Details of casualty's condition and management activities accurately conveyed to emergency services or relieving personnel</p> <p>3.3. Reports prepared in a timely manner, presenting all relevant facts according to established company procedures</p>

RANGE STATEMENT

In the context of this unit

Physical hazard may include: workplace hazards, environmental hazards, proximity of other people, and hazards associated with casualty management process; fire hazards

Risk may include worksite equipment, machinery and substances; environmental risks; bodily fluids; risk of further injury to the casualty; risks associated with the proximity of other workers and by standers

First aid management will need consideration for:

- Location and nature of the work place
- Environmental conditions such as electrical threats, motor vehicle accidents, weather etc.
- Location of emergency services personnel
- Use and availability of first aid equipment and resources
- Infection control
- Facilitate communication

Tools, equipment and materials used in this unit may include

Equipment and materials may include contents of the first aid kit, eye wash, thermometers, pressure bandages, thermal blankets, defibrillation units, asthma aerosol bronchodilators, adrenaline, pocket face masks, rubber gloves, dressing, spaces device, cervical collar.

ASSESSMENT GUIDE**Forms of assessment**

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying hazards to the health and safety and controlling the hazard
- Identifying nature of emergency and selecting methods appropriate to the circumstance
- Applying basic first aid techniques
- Using first aid equipment and resources
- Finalizing casualty management as per the need
- Monitoring the condition of the casualty
- Seeking timely first aid assistance or medical assistance
- Communicating details of the casualty's condition and management activities to the emergency services or relieving personnel
- Preparing first aid records
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time providing evidence that knowledge and skills have been applied to the provision of basic first aid over a variety of situations. Assessment may include first aid in real situations of the workplace, simulations, hypothetical situations, scenarios and case studies.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Emergency situations requiring basic first aid as simulations, hypothetical, scenarios and case studies
- First aid equipment and resources
- Company procedures on first aid
- First aid record/ report sheets

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of the physical hazards to health and safety and means of controlling the hazards• Working knowledge of the first aid procedures based on the nature of emergencies• Working knowledge of the selection and application of first aid equipment and resources• Working knowledge of first aid management	<ul style="list-style-type: none">• Ability to identify physical hazards that may effect health and safety• Undertake preventive action in controlling such hazards• Competent in applying appropriate first aid treatment in response to the nature of emergencies• Competent in using first aid equipment and resources• Undertake effective first aid management

<ul style="list-style-type: none"> • Working knowledge of the selection and application of first aid equipment and resources • Working knowledge of the importance of seeking timely first aid or medical assistance • Detailed knowledge of first aid management and reporting requirements 	<ul style="list-style-type: none"> • Skill to select and apply appropriate first aid resources and equipment • Ability to seek first aid or medical assistance on time • Undertake effective communication in first aid management and reporting • Ability to follow standard first aid procedures • Competent in filling in first aid records
---	---

UNIT TITLE	Manage people on the work floor				
DESCRIPTOR	This unit covers the skills and knowledge required to manage the performance and disciplinary issues of a group of people on the work floor. The unit incorporates imparting relevant information and support to the work group together with monitoring and attending disciplinary and performance related issues.				
CODE	FNA01S1U07V1	Level	4	Credit	0.1

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Provide information and performance expectations	1.1. Workplace policies and procedures and any amendments to these communicated to the work group, clearly and timely 1.2. Workplace information on production targets and any changes to the levels informed to the work group 1.3. Job responsibilities and expectations clearly communicated to the work group 1.4. Information on work outcomes and points for improvement communicated to the work group 1.5. All relevant information required for the effective performance are communicated in formats or using language appropriate to the audience
2. Provide instructions and support	2.1. Role models provided to demonstrate appropriate work behaviours and procedures 2.2. Clarification sought from other workers explained 2.3. Relevant information and skills shared
3. Manage performance issues	3.1. Performance of work group monitored for consistency 3.2. Signs of poor performance identified 3.3. Reasons for poor performance investigated 3.4. Poor performance referred to relevant person for appropriate responsive action
4. Manage disciplinary issues	4.1. Signs of unacceptable behaviour identified 4.2. Reasons for unacceptable behaviour

	<p>investigated</p> <p>4.3. Unacceptable behaviour notified to appropriate person for responsive action</p>
--	---

RANGE STATEMENT

Signs of poor performance may include: lack of interest, procedures not properly followed

Signs of unacceptable performance may include: absenteeism, lack of coordination, conflicts

Tools, equipment and materials used in this unit may include

Standard Operational Procedures

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment requiring working together with a group of workers.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Exchanging information on workplace policies and procedures
- Communicating information on production targets and any associated changes
- Communicating job responsibilities of the workers
- Communicating work outcomes and other relevant information for effective performance
- Exchanging information using language appropriate to the audience
- Providing support to workers by sharing information and skills and answering any queries put forward
- Monitoring performance, identifying and investigating reasons for poor performance

- Noting unacceptable behaviours and investigating reasons
- Notifying relevant person of poor performance or unacceptable behaviour for appropriate responsive action

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring managing a group of workers

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • Detailed knowledge of the company policies and any amendments • Working knowledge of the operational targets and changes to these levels • Working knowledge of job roles and company expectations • General theoretical and practical knowledge of knowledge and skills applied at work • Working knowledge of the common signs and reasons for poor performance 	<ul style="list-style-type: none"> • Skill to communicate update information on company policies and procedures • Skill to inform update levels for production targets • Competent to convey information on job roles and associated expectations • Competent in communicating information on work outcomes and expected improvements • Ability to share relevant information and skills and answer any related questions • Ability to identify and investigate reasons for poor performance

<ul style="list-style-type: none"> • Working knowledge of the common signs and reasons for unacceptable behaviour • Working knowledge of the appropriate responsive action and the correct person to report such incidences 	<ul style="list-style-type: none"> • Competent in monitoring poor performance • Ability to identify and investigate reasons for unacceptable behaviour • Competent in referring to the relevant person for appropriate responsive action
---	---

UNIT TITLE	Clean and sanitize fish processing areas				
DESCRIPTOR	<p>This unit covers the competence required to clean and sanitise fish processing areas and equipment. This unit includes: description of cleaning and sanitizing; cleaning and sanitization of fish processing areas and equipment; cleaning chemicals and their use</p> <p>This unit does not address cleaning and sanitization using a CIP system</p>				
CODE	FNA01S2U01V1	Level	1	Credit	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare to clean and sanitize fish areas and equipment	<p>1.1. Difference between cleaning and sanitizing explained in accordance with industry guidelines</p> <p>1.2. The reasons for cleaning and sanitizing explained</p> <p>1.3. Methods applied in cleaning and sanitization of plant surfaces and equipment discussed</p> <p>1.4. Factors critical in the use of detergents and sanitizers to ensure effective cleaning explained</p> <p>1.5. The area to be cleaned and sanitized prepared in accordance with the procedures</p> <p>1.6. Detergents used for cleaning and sanitizing prepared as per the instructions on the label or to the desired strength</p> <p>1.7. Chlorine when used for sanitizing prepared as per the procedure to the required strength</p> <p>1.8. Safety procedures including personal protection needs and safe chemical handling procedures adhered to throughout the process</p>
2. Clean and sanitise fish areas and equipment	<p>2.1. Cleaning and sanitizing of the area or the equipment carried out as per the plants cleaning schedule</p> <p>2.2. Cleaning and sanitizing procedure followed as per the SOP</p> <p>2.3. Correct cleaning method applied with the use of cleaning chemicals as per the instructions given</p> <p>2.4. Cleaning effective with no product, ingredient,</p>

	scraps, grease, oil or oil remain on the surfaces after cleaning 2.5. Other cleaning and sanitation requirements met in accordance with company requirement
3. Cleaning chemicals and equipment	3.1. Chemicals used for cleaning and sanitizing handled safely in accordance with company policies and procedures 3.2. Cleaning chemicals correctly labelled and stored separately in a locked place 3.3. Cleaning equipment properly stored 3.4. Cleaning equipment cleaned and maintained as per the SOP

RANGE STATEMENT

Fish processing plants may include plants producing fresh products, frozen products, canned fish and dried fish

Areas to be cleaned and sanitized include floors and walls of the working area, working surfaces (tables, benches, conveyers, cutting boards etc), and equipment and equipment surfaces.

Area prepared for cleaning means removing packaging materials and ingredients, removing and disposing of solid waste

Factors critical in the use of detergents include volume and concentration

Tools, equipment and materials required may include:

- Equipment may include cleaning equipment such as brushes, brooms, hose, high pressure hose, and hot water bath
- Materials may include cleaning chemicals, disinfectants, sanitizers, hot and cold water

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Understanding the difference between cleaning and sanitizing and the methods used
- identifying methods applied in cleaning and sanitizing and use appropriate method suited for the purpose
- preparing cleaning chemicals and sanitizers
- cleaning and sanitizing work area or equipment following cleaning schedules
- safely handling and storing chemicals used for cleaning and sanitizing
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring cleaning of work area and equipment
- Cleaning schedule
- Chemicals used for cleaning and sanitizing
- Material safety data for cleaning and sanitizing chemicals
- Cleaning equipment
- Personnel protection gear

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of the difference between cleaning and sanitizing and the methods applied <p>General knowledge of common terminology used in cleaning and sanitation</p> <ul style="list-style-type: none">• Working knowledge of regulations/requirements for cleaning and sanitizing of fish processing facilities• Working knowledge of preparing cleaning and sanitizing chemicals as per the requirement• Working knowledge of cleaning and sanitizing chemicals handling and storing processes	<ul style="list-style-type: none">• Apply appropriate methods for cleaning and sanitizing of equipment and work areas• Capable in communicating basic terminology related to cleaning and sanitation• Competent to work according to relevant regulations.• Competent to clean and sanitise work areas and equipment as per the requirements or the cleaning schedules• Ability to prepare chemicals for cleaning and sanitation as per the instructions supplied• Ability to safely handle and store cleaning and sanitizing chemicals

UNIT TITLE	Employ basic knife skills to cut fish				
DESCRIPTOR	This competency unit covers the skills and knowledge required for safe handling and maintenance of knives and to cut fish to the specifications provided.				
CODE	FNA01S2U02V1	Level	1	Credit	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Apply safe knife handling	<p>1.1. Safe knife handling procedures applied during the cutting operations in accordance with the company requirements</p> <p>1.2. Knives stored away safely in accordance with the company requirements</p> <p>1.3. Knives appropriate for the cutting operation used to ensure no excessive force is applied during the process</p>
2. Care and maintain knives	<p>2.1. Maintenance requirements of the knives identified</p> <p>2.2. Knives in need for sharpening steeled in accordance with the company requirements</p> <p>2.3. Knives stoned whenever required to reshape the edge in accordance with the company procedures</p> <p>2.4. Knives cleaned and sanitized as per the standard operating procedure</p> <p>2.5. Measures taken to minimize damage during handling and storing of knives</p> <p>2.6. Worn knives or knives no longer appropriate for the particular cutting operation replaced</p>
3. Cut fish to meet the company requirements	<p>3.1. Product specification and company requirements for the final products dimensions or size or weight identified</p> <p>3.2. Fish cut in accordance with the company requirements to meet the correct product specifications</p> <p>3.3. The cutting operation performed as per the standard operating procedure</p>

	<p>3.4. The expected yield specified by the company met for the species being filleted</p> <p>3.5. The work area, knives and cutting boards/ surfaces cleaned and sanitized as per SOP</p> <p>3.6. Safety procedures including safe knife handling procedures adhered to throughout the process</p> <p>3.7. Hygiene requirements including adequate personal hygiene practices observed throughout the process</p>
--	--

RANGE STATEMENT

Cutting fish may include heading, gutting, and tail off, filleting, skinning, trimming, loining, steaking or portioning (assorted cuts)

Product specification refers to the buyer's specification for a particular product, company specification and legislative requirements

Tools, equipment and materials required may include:

Range of knives appropriate for different cutting operations, knife sharpening tool, grinding stone or similar tool for stoning knife

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of circumstances requiring handling and caring for the knife and cutting fish.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Safely handle and store knives employed in the cutting operations
- Selecting knives appropriate for the particular cutting operation
- Identifying maintenance requirements and undertaking steeling or stoning of knives when necessary
- Minimizing damage to knives during handling and storing
- Replacing knives that is work or no longer appropriate for the operation
- Identifying product specification and company requirements for the dimensions or size or weight of the product
- Cutting fish to meet the company requirements or the final product specification and achieve the expected yield
- Cleaning and sanitizing the knives and cutting boards/ surfaces effectively
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring handling knives and employing knives to cut fish
- Standard operating procedures for fish cutting operations
- Cleaning procedures
- Range of knives for different cutting operations
- Cutting boards or surfaces
- Cleaning and sanitizing chemicals and equipment
- Steeling and stoning equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of the requirements for safe knife handling and storage• Detailed knowledge of type of knife suitable for a particular cutting operations• Working knowledge of maintenance of knives• Working knowledge of suitability of the knife in terms of its conditions• Working knowledge of the methods to minimize damage to the knives during handling and storing• Detailed knowledge of the company requirements or product specification in relation to the dimensions or size or weight of fish• Detailed knowledge of the standard operating procedures applicable to fish cutting operations• Working knowledge of company requirements for the yield and means of achieving the target• Working knowledge of procedure applied in cleaning and sanitizing the knives and work surfaces• Working knowledge of the hygienic requirements applicable in cutting fish	<ul style="list-style-type: none">• Competent in handling and storing knives safely• Ability to select and employ the type of knife appropriate for the cutting operation• Ability to identify maintenance requirements of knives and steel and stone them accordingly• Ability to identify knives which are worn or is no longer appropriate and replace• Undertake precautions to minimise damage to the knives during handling and storing• Competent in cutting fish to meet the company requirement or specification of the product• Ability to cut fish following the standard operating procedure• Ability to cut fish to meet the require yield• Capable of cleaning and sanitizing the knives and working surfaces effectively• Observing personnel hygiene and hygienic practices during cutting operations

UNIT TITLE	Receive and handle raw fish				
DESCRIPTOR	This unit covers the competence required to carry out receiving, sorting, grading and handling of various species of raw fish prior to processing or storage.				
CODE	FNA01S2U03V1	Level	1	Credit	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Receive raw fish	<p>1.1. Receiving and sorting area surfaces and equipment cleaned and sanitized as per the cleaning schedule</p> <p>1.2. Measures necessary for maintaining the quality and safety of the raw material observed throughout the work</p> <p>1.3. Food safety practices and procedures for receiving and handling raw fish identified and applied throughout the process</p> <p>1.4. Fish of acceptable quality correctly identified and received as per the company requirements</p> <p>1.5. Fish showing signs of spoilage or considerable physical damage correctly identified and rejected as per the company procedures</p> <p>1.6. Fish conforming to the company requirements for size identified and only those above the lower limit for size accepted</p>
2. Sort and grade raw fish	<p>2.1. Different species of fish correctly identified, within the scope of the work</p> <p>2.2. Various species of raw fish sorted according to the company requirements for type, size and quality</p> <p>2.3. Organoleptic assessment of fish conducted to determine the quality and grade the fish in accordance with the specified grading criteria</p> <p>2.4. Where necessary, back bone temperature of the fish correctly measured</p> <p>2.5. Raw fish sampled as per the sampling plan for</p>

	grading and laboratory 2.6. Various species of fish graded according to the grading criteria specified by the company 2.7. Fish that does not comply with the company requirements segregated and diverted/ rejected 2.8. Receiving records including sorting, grading and records of other product/ process control parameters made and maintained
3. Handle raw fish	3.1. Good vs poor handling techniques recognized 3.2. Proper handling techniques employed when handling various species of fish to minimize damage and quality deterioration 3.3. Fish handled to minimize time and temperature abuse as per the company requirements 3.4. The raw product and process parameters controlled during handling

RANGE STATEMENT

Sorting include separating out different types of fish, fish sizes as well as quality (Grade A, B, C/ Shashimi grade etc)

organoleptic assessment covers appearance of gills, eyes, and meat, smell, meat colour and texture

Proper handling techniques include careful handling to avoid dropping of fish onto the ground, avoid rough handling, and minimize time of handling

Product and process parameters include time/ temperature, hygiene

Tools, equipment and material used may include

Tooling and equipment may include sampling tools, thermometers, cleaning equipment

Materials may include cleaning materials

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying raw fish of acceptable quality and rejecting unacceptable quality fish
- Identifying fish conforming to size and type requirements and rejecting fish not complying
- Conducting organoleptic assessment of fish for quality and grading
- Measuring fish temperature
- Sampling raw fish for laboratory assessment
- Maintaining receiving and grading records
- Applying correct fish handling techniques to minimize damage and quality deterioration
- Cleaning fish receiving and equipment
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace

- Situations requiring handling, sorting, grading of good and poor quality fish
- Criteria for organoleptic assessment and grading
- Thermometers
- Standard operating procedures/ work instructions for handling, sorting and grading
- Materials, tooling and equipment
- Personnel protective gear

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • Working knowledge of the attributes of good quality fish • Working knowledge of requirements for size and type • Detailed knowledge of the criteria for organoleptic assessment of fish for quality and grading • Working knowledge of temperature requirements for fish and procedure for temperature measurement • Detailed knowledge of the procedure for sampling fish • Working knowledge of the requirements for correct handling of fish to minimize quality deterioration • Working knowledge of requirements for maintaining receiving and grading records 	<ul style="list-style-type: none"> • Ability to correctly identify good quality fish • Ability to reject poor quality fish • Ability to identify fish of correct size and type and reject those not meeting criteria • Competent in conducting organoleptic assessment of fish • Competent in grading a range of fish species • Competent in measuring BBT temperature of fish • Competent in sampling fish for laboratory analysis • Ability to employ proper handling techniques to minimize quality deterioration and damage of raw fish • Skill to fill in receiving and grading record forms

UNIT TITLE	Work under a HACCP system				
DESCRIPTOR	<p>This unit specifies competency required for working in a fish processing plant operating under a HACCP (Hazard Analysis and Critical Control Point) Food Safety Management system.</p> <p>The unit includes description of the benefits of the use of HACCP for management of food safety, monitoring of the CCPs (Critical Control Points) in line with the HACCP plan, and taking corrective for deviations in accordance with the HACCP plan.</p>				
CODE	FNA01S2U04V1	Level	2	Credit	8

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Describe HACCP in relation to food safety	<p>1.1. The difference between food safety and food quality identified</p> <p>1.2. The difference between food safety techniques based on prevention rather than end product testing and the benefits of the former outlined</p> <p>1.3. Possible impact of the operation failing to comply with the HACCP plan discussed</p> <p>1.4. Common process and product related hazards in fish processing and their control measures identified, within the scope of the work</p> <p>1.5. Histamine as the most important hazard associated with the commonly processed fish species and the control of time/ temperature identified</p> <p>1.6. Ability to correctly read a HACCP plan demonstrated</p>
2. Monitor Critical Control Points	<p>2.1. Critical Control Points monitored as outlined in the HACCP plan</p> <p>2.2. Monitoring carried out as per the SOP outlining the method of measurement</p> <p>2.3. Measurements identified in relation to the Critical Limits specified in the HACCP plan</p> <p>2.4. Associated Hazard for which the monitoring performed identified as specified in the HACCP plan</p> <p>2.5. Monitoring records correctly made and maintained</p>

3. Take corrective actions	<p>3.1. Measurements outside the Critical Limits specified in the HACCP plan identified</p> <p>3.2. The appropriate corrective action followed without delay as given in the HACCP plan, within the scope of the work</p> <p>3.3. Deviations for corrective actions to be taken outside the scope of the work promptly reported to the concerned person</p> <p>3.4. Corrective actions taken accurately recorded and the records maintained</p>
----------------------------	---

RANGE STATEMENT

Hazards include biological hazard, chemical hazard, and physical hazard related to the process or the product; biological hazards related to the most commercial fish species (tuna) may include parasites and pathogenic bacteria or their toxins (Salmonella, Listeria, S.aureus toxin, Cl. botulinum); chemical hazards include histamine (for scombroids) and ciguatera (reef fish), cleaning chemicals; physical hazards may include metal, glass.

Tools, equipment and materials required may include:

Standard Operational Procedures of the company

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Describing HACCP system as an integral component for food safety and the impact of operations failing to comply with the HACCP plan
- Identifying common product and process related hazards
- Monitoring critical control points (CCPs)
- Maintaining CCP monitoring records
- Identifying measurements outside the critical limits
- Taking appropriate corrective action
- Maintaining corrective action records

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements. Assessments may include observations, questioning and evidence gathered from the workplace environment. Assessment may be conducted on one occasion but must include normal range of work activities.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- HACCP plans for several products
- CCP monitoring tools
- Situation requiring working under HACCP
- Situations requiring deviation from the critical limits in the HACCP plan
- Worksite or equivalent instructions on safe working practice
- Materials, tooling and equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of HACCP as an integral part of food safety 	<ul style="list-style-type: none"> • Ability to describe HACCP as a preventative approach to food safety

<ul style="list-style-type: none"> • General knowledge of process and product related hazards • Working knowledge of the critical control points and how to monitor them • Working knowledge of requirements for recording the monitoring information • Detailed knowledge of critical limits • Working knowledge of the corrective actions in case of deviations • Working knowledge of the requirements for recording corrective actions 	<p>and read HACCP plans</p> <ul style="list-style-type: none"> • Ability to describe the impacts of failure in HACCP • Ability to identify the common process and product related hazards • Competent in monitoring the CCPs • Skill to fill in CCP record forms • Ability to identify any deviations from the critical limits • Ability to take corrective actions, within the scope of the work or otherwise report to relevant person • Skill to fill in the corrective action record forms
--	---

UNIT TITLE	Store fishery products temporarily				
DESCRIPTOR	This unit covers the competence required to hold raw fish in chill condition by means of icing or use of chilled or refrigerated sea water (CSW/ RSW) either on board fishing vessels, processing vessels or at fish processing facilities on shore.				
CODE	FNA01S2U05V1	Level	2	Credit	8

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Explain methods applied in temporary storage	1.1. Methods commonly used to store various species of fish on board vessels and on shore identified 1.2. The purpose of maintaining the storage temperature by means of icing or other methods explained 1.3. The effect of storage temperate and conditions on the quality and shelf life of the final product explained
2. Prepare to store fishery product on ice	2.1. Containers used for holding fish on ice cleaned and sanitized according to the standard operating procedure 2.2. The holding area cleaned and sanitized according to the standard operating procedure 2.3. The chilling media prepared to accept raw material as per the standard operating procedure 2.4. Raw materials received, prepared and maintained according to the standard operating procedure 2.5. Safety requirements, including individual workplace regulatory requirements and personal protection needs observed throughout the work 2.6. Food safety practices and procedures and quality control practices applied throughout the operations 2.7. Product and process control parameters

	monitored and maintained throughout the process
3. Prepare to hold fishery product in CSW/ RSW system	<p>3.1. Baskets used for holding fish gathered, cleaned and sanitized according to the SOP</p> <p>3.2. RSW or CSW system prepared to accept raw material according to the SOP</p> <p>3.3. The chilling media prepared to accept raw material as per the standard operating procedure</p> <p>3.4. Raw materials received, prepared and maintained according to the SOP</p> <p>3.5. Adequate number of raw fish loaded into the baskets taking care not to overload</p> <p>3.6. Safety requirements, including individual workplace regulatory requirements and personal protection needs observed throughout the work</p> <p>3.7. Food safety practices and procedures applied throughout the operations</p> <p>3.8. Measures taken to avoid any deterioration in the quality of the product throughout the operations</p> <p>3.9. Product and process control parameters monitored and maintained throughout the process</p>
4. Hold fishery product on ice	<p>4.1. Adequate number of raw fish loaded into the container taking care not to overload</p> <p>4.2. Raw materials held at correct temperature as per the standard operating procedure</p> <p>4.3. Fish held completely covered or immersed to ensure uniformity</p> <p>4.4. Temperature of the tank or fish monitored at set frequencies in accordance with the standard operating procedures</p> <p>4.5. Any deviations in the temperature identified and corrective action taken as per the standard operating procedures</p> <p>4.6. Holding time controlled in accordance with the standard operating procedure</p>

5. Hold fishery product in CSW/ RSW system	5.1. Fish baskets loaded into the CSW/ RSW system as per the SOP 5.2. Cooling medium applied and raw materials held at correct temperature as per the standard operating procedure 5.3. Fish held completely covered or immersed to ensure uniformity 5.4. Temperature of the system monitored at set frequencies in accordance with the standard operating procedures to ensure operating efficiency 5.5. Fish temperature monitored and maintained within the limits set by the company 5.6. Any deviations in the temperature identified and corrective action taken as per the standard operating procedures 5.7. Holding time controlled in accordance with the standard operating procedure
6. Perform end of holding operations	6.1. Fish unloaded and released for other operations as per the SOP 6.2. Containers and baskets used for holding fish cleaned and sanitized and stored as per the SOP 6.3. Process records made and maintained according to the SOP

RANGE STATEMENT

In the context of this standard, holding refers to holding of raw material in ice, ice slurry, chilled sea water (CSW) system or refrigerated sea water (RSW) system.

Preparation of the chilling media may include addition of ice (flake, or crushed), water, sea water, salt in appropriate amounts to make a slurry

Corrective action may include re-icing in the case of holding fish in ice and adjusting temperature of the systems for holding in CSW/RSW systems

Tools, equipment and materials required may include:

CSW/RSW units, covered insulated containers for icing, ice machine, thermometer, cleaning equipment

Materials may include crushed or flaked ice, portable water or clean sea water, cleaning chemicals

ASSESSMENT GUIDE**Forms of assessment**

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying methods common applied in temporary storage of fishery products
- Preparing to temporary hold fishery products
- Preparing the chilling media to temporarily store fishery products
- Monitoring and maintaining product and process control parameters
- Applying food safety practices and procedures during the process
- Loading and holding fish at the correct temperature
- Unloading fish from temporary store
- Cleaning storage containers/ systems and equipment
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring temporary storage of fish
- Storage equipment such as containers with ice/slurry, CSW or RSW tanks
- Materials, tooling and equipment
- Standard operating procedures for temporary storage

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of methods commonly applied in temporary storage of fish• General knowledge of the reasons for maintain temperature during storage• Working knowledge of preparations required for temporary storage of fish• Working knowledge of food safety theories and practices• Working knowledge of the requirements for loading and unloading fish in storage• Working knowledge of the requirements for loading, unloading and holding fish in storage	<ul style="list-style-type: none">• Competent in identifying methods applied in temporary storage of fish• Ability to explain the purpose of maintaining the temperature of fish• Skill to clean and prepare equipment for temporary storage• Skill to prepare the chilling media for storage• Ability to observe food safety practices during the process• I to correctly load and unload fish to and from the storage container/ tank• Ability to monitor and store fish in the right condition

UNIT TITLE	Salt, smoke and dry fish				
DESCRIPTOR	This unit covers the competence required to cook, smoke and dry fish in the production of dried Maldivian fish. The unit encompasses preparing for the process, boiling raw fish, smoke and sundry fish.				
CODE	FNA01S2U06V1	Level	2	Credit	8

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare to process Maldivian fish	1.1. Processing areas and equipment utilized cleaned and sanitized and other preparations done according to the standard operating procedures 1.2. Cut fish sorted in to similar sized batches ready for boiling 1.3. Safety requirements, including individual workplace regulatory requirements and personal protection needs observed throughout the work 1.4. Food safety and quality control practices and procedures applied throughout the operations 1.5. Product and process control parameters monitored and maintained throughout the process
2. Properly boil raw fish	2.1. Appropriate boiling time identified in relation to the size of the fish 2.2. Appropriate amount of salt to be used correctly identified and prepared 2.3. Cut raw fish boiled in salt water for the set time in accordance with the standard operating procedure 2.4. Cooked fish removed and drained in accordance with the standard operating procedure
3. Smoke fish	3.1. Cooked fish cleaned as appropriate in accordance with the standard operating procedure 3.2. Smoking chambers or smoking equipment prepared as per the standard operating procedure 3.3. Fish stacked and smoked following the standard

	operating procedure 3.4. Fish smoked at the correct process condition for the specified amount of time
4. Dry fish	4.1. Where appropriate, pin bones and skin on smoked fish cleaned 4.2. Smoked fish correctly arranged on drying racks in accordance with the standard operating procedure 4.3. Fish sun dried in accordance with the standard operating procedures 4.4. Correct process conditions and appropriate time utilised during sun drying 4.5. Fish laid out for sun drying protected from contamination

RANGE STATEMENT

Boiling time is identified from a cooking table which has predetermined time, temperatures for different sizes (given as a range).

Fish for drying is protected from contamination by animals, birds and other pests or the environment (dust, sand).

Tools, equipment and materials used in this unit may include

Tooling and equipment may include cooking equipment, smoking chambers or smoking equipment, cleaning equipment

Materials may include wood or sawdust for smoking, cleaning materials

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment requiring production of Maldives fish or similar product.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Sorting whole fish into similar sizes
- Observing food safety and quality control requirements
- Monitoring product and process control parameters
- Relating correct boiling time to the size of fish
- Measuring ingredients utilized in boiling fish
- Cleaning fish after boiling and smoking processes
- Stacking fish for smoking and sun drying
- Smoking fish at correct process conditions
- Sun dry fish at correct process conditions
- Cleaning equipment utilized in boiling, smoking and sun drying
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring production of Maldives fish or similar
- Procedures or instructions on boiling, smoking, sun drying and other related procedures
- Cooking equipment, smoking chambers/ equipment
- Drying racks or drying houses
- Other materials, tooling and equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of sorting whole fish according to the size• Theoretical and practical knowledge of the requirements for ensuring safety and quality of the product• Working knowledge of product and process control parameters in the production of Maldivian fish• Working knowledge of appropriate boiling time based on the size of the fish from cooking table or other such documents• Working knowledge of the requirements for cleaning fish after boiling and smoking processes• Working knowledge of correct stacking methods for smoking and sun drying fish• Working knowledge of the optimum process conditions for smoking and sun drying fish	<ul style="list-style-type: none">• Competent in sorting whole fish based on size• Ability to apply safety and quality assurance practices in the production of Maldivian fish• Skill to monitor and maintain product and process control parameters• Skill to select and apply appropriate boiling time for a batch of fish based on the size• Competent in cleaning and removing bones from boiled or smoked fish• Ability to stack fish for effective smoking and sun drying• Undertake smoking and drying of fish at correct process conditions

UNIT TITLE	Pack and stack fishery products				
DESCRIPTOR	<p>This unit covers the competence required to pack chilled, frozen or processed fishery products manually in to boxes or other secondary packaging, label and stack the boxes.</p> <p>This unit does not cover primary packaging such as vacuum packing of fish fillets/ loins and packing and sealing of fish in cans or pouches for retorting</p>				
CODE	FNA01S2U07V1	Level	2	Credit	8

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare to undertake packing and labelling of fishery products	<p>1.1. Packing and labelling specification for a particular product sourced and understood</p> <p>1.2. Product specification including quality requirements for the particular product generally understood</p> <p>1.3. Different packs correctly identified in relation to their use and requirements and the appropriate packing selected</p> <p>1.4. Packing and labelling area cleaned and sanitized according to the standard operating procedure</p> <p>1.5. Boxes or other types of packages prepared for packing as per the standard operating procedure</p> <p>1.6. Weighing scale set according to the standard operating procedure</p> <p>1.7. Food safety practices and procedures observed throughout the work</p> <p>1.8. Proper handling practices applied throughout the process to avoid any damage to the final product</p>
2. Pack fishery products into boxes	<p>2.1. Product packed to meet buyers specifications in accordance with the standard operating procedure</p> <p>2.2. Product packed to achieve appropriate level of throughput per hour</p> <p>2.3. Product weighed and weight adjusted as necessary to meet the required specification</p>

	2.4. Box The pack sealed correctly 2.5. Corrective action taken for any deviations from the company requirements or specifications 2.6. Packing records correctly documented and maintained
3. Label fishery products	3.1. Readymade label received and checked 3.2. Product labelled in accordance with the company requirements 3.3. Label checked for correct placement in accordance with company requirements

RANGE STATEMENT

Box preparation may refer to box formation, checking box for cleanliness, lining box with polythene, and addition of gel ice

Setting the weighing scale: power on, calibration or checking for accuracy by use of test weights, tare scales if test weight reading does not show any deviation outside the tolerable limits

Packing records include net weight and gross weight, date of packing, quality, and consignee

Company requirements for labelling may include species, product type, grade, net weight, gross weight, date codes in addition to company name and consignee name

Tools, equipment and materials required may include:

Equipment may include boxing and sealing equipment, cleaning equipment and weighing machine

Materials may include boxes or other packaging materials, cleaning materials

ASSESSMENT GUIDE

Form of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment where product is being packaged/ boxed and labelled before stacking in the storage/ warehouse.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Locating and understanding packing and labelling specification for a product
- Identifying types of packages and their intended use
- Preparing boxes/ other packages including box formation for packing
- Setting the weighing scale and weighing packs
- Applying food safety practices and proper handling practices during packing and labelling
- Packaging and sealing product to meet the company specifications and take actions for deviations
- Packaging product to meet desired throughput
- Taking correct actions for any deviations from the specifications
- Labelling product as per company requirements
- Filling and maintain associated records
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring packaging and labelling

- Boxes or other packaging
- Box weighing scale
- Materials, tooling and equipment
- Written standard operating procedures and packaging specifications

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of the packaging and labelling specifications of a particular product • General knowledge of the intended application of the types of packages • Working knowledge of the preparations required prior to packaging and labelling • Working knowledge of the procedure for setting the weighing scales • Detailed knowledge of procedures for corrective actions when specifications not met • Working knowledge of filling in packaging and labelling records 	<ul style="list-style-type: none"> • Undertake packaging and labelling of products to meet the specifications • Ability to select the packaging intended for a particular product • Skill to select and form box or other material for packaging • Competent in preparing for cooking, smoking and drying • Ability to adjust weighing scale correctly • Undertake weighing accurately • Competent in taking correct actions or referring problem to the relevant person for deviations from the specifications • Ability to fill and maintain associated records

UNIT TITLE	Control and maintain quality in fish processing				
DESCRIPTOR	This unit covers the activities undertaken to control and maintain the quality in fish processing operations. The unit includes achieving product specifications and operational targets, maintaining operations, complying with legislative requirements and company policies and procedures, communicating with the necessary people and completing the necessary records.				
CODE	FNA01S2U08V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES		PERFORMANCE CRITERIA	
1.	Achieve product specifications and operational targets	1.1.	Company requirements, including health and safety requirements and hygiene requirements observed throughout the work
		1.2.	Product specifications and operational standards for the particular operations identified
		1.3.	Quality assurance tests correctly performed or measurements correctly taken at specified intervals in accordance with the SOP
		1.4.	Qualitative and quantitative information relating to product specification and operational targets correctly interpreted
		1.5.	Any deviations from the specifications or operational targets identified accurately without delays
		1.6.	Corrective action promptly taken to minimize loss or damage as a result of deviations, within the scope of the work
		1.7.	For initiating corrective action outside the scope of the work, the concerned person immediately notified
		1.8.	Related records accurately made and maintained
2.	Maintain operational targets	2.1.	The impact on operations of any product deviations and faults in operational equipment evaluated and relevant action is taken to minimize loss and damage

	<p>2.2. The impact on operations and safety of unexpected breaks in manufacturing and relevant prompt action taken</p> <p>2.3. The impact on operations of any non-conformity to specification of materials, products and associated services evaluated and dealt with them according to procedures.</p> <p>2.4. Necessary action taken to maintain process conditions and initiate the next stage</p> <p>2.5. Operations evaluated for effectiveness, seek areas for improvement and communicate recommendations to the relevant people.</p> <p>2.6. Related records made and maintained</p>
--	---

RANGE STATEMENT

Product specification may include buyer's specifications, company requirements and legislative requirements

Types of operational targets may include:

- Productivity or quantity of output
- Throughput or rate of output
- Proportion of wastage
- Yield from raw material inputs

Tools, equipment and materials used in this unit may include

Tooling and equipment may include the whole range of machinery and equipment used in the processing operations, monitoring equipment and tools

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment requiring monitoring of the operational targets and situations which include deviations from the targets.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying and achieving product specifications
- Identifying and achieving operational target
- Recognizing deviations from product specifications and taking corrective actions
- Identifying deviations from operational targets and take prompt action for correcting this
- Notifying corrective actions outside the job role
- Documenting and maintaining related records
- Evaluating faults in operational equipment and taking necessary actions
- Taking measures in maintaining process conditions at all stages
- Handling unexpected breaks in equipment
- Communicating with necessary people
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring achieving product specifications
- Situations requiring achieving operational targets
- Operating instructions for equipment
- Commonly employed machinery and equipment

- Other materials, tooling and equipment
- Record forms or computer software for recording

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of the product specifications • General knowledge of the operational targets • Working knowledge of workplace safety regulations/requirements, equipment, material and personal safety requirements • Working knowledge of the deviations from specifications or operational targets and the implications • Working knowledge of the requirements for reporting corrective actions for prompt action • Working knowledge of documentation procedures • Detailed knowledge of faults common in operational equipment and need for action • Working knowledge of the requirements for handling unexpected breaks in equipment • General knowledge of effective communication skills 	<ul style="list-style-type: none"> • Ability to locate and identify specifications for a particular product • Skill to locate and identify operational targets • Competent to work according to safety regulations • Competent to work safely with workplace equipments, materials and colleagues • Skill to recognize any deviations from the specifications/ operational targets and take necessary corrective action • Competent in notifying the concerned person of any deviations and request for corrective actions • Competent in filling the record forms and maintaining them • Ability to identify deviations in operational equipment and take prompt action • Skill to handle unexpected brakes and undertake minor equipment maintenance or report appropriate person • Ability to effectively communicate with concerned person

UNIT TITLE	Supervise a fish processing operation under a HACCP system				
DESCRIPTOR	<p>This competency unit includes knowledge and skills required for supervising a fish processing facility operating under a Hazard Analysis Critical Control Point (HACCP) system,</p> <p>This unit encompasses: description of the relevant pre-requisite programmes; supervision of the critical control points in the fish processing operations; taking corrective actions; and description of a HACCP system.</p>				
CODE	FNA01S2U09V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Conform to the prerequisite programmes	<p>1.1. The prerequisite programmes operating at the site that are relevant to the operation identified</p> <p>1.2. Key features of the relevant prerequisite programmes identified</p> <p>1.3. Policies and procedures for the prerequisite programs known and followed</p>
2. Describe HACCP system	<p>2.1. Concept of HACCP and the pre-steps and the principles correctly understood</p> <p>2.2. Common process and product related hazards in fish processing and their control measures identified, within the scope of the work</p> <p>2.3. Histamine as the most important hazard associated with the commonly processed fish species and the control of time/ temperature identified</p> <p>2.4. Ability to correctly read a HACCP plan demonstrated</p>
3. Supervise Critical Control Points in the operation	<p>3.1. Monitoring of the Critical Control Points supervised to ensure compliance with the HACCP plan</p> <p>3.2. Monitoring operations supervised to check that they are carried out as per the SOP outlining the method of measurement</p> <p>3.3. Measurements identified in relation to the Critical Limits specified in the HACCP plan</p>

	3.4. Associated Hazard for which the monitoring is performed identified as specified in the HACCP plan 3.5. Monitoring record sheets correctly filled in following the HACCP plan 3.6. HACCP records reviewed according to the HACCP plan
4. Ensure that corrective actions are taken	4.1. Measurements outside the Critical Limits specified in the HACCP plan identified 4.2. The appropriate corrective action followed without delay in accordance with the HACCP plan 4.3. Corrective actions which are repetitive reported to the relevant person 4.4. Corrective actions taken accurately recorded and the records maintained

RANGE STATEMENT

Prerequisite programs may include

- Location, design, construction and maintenance of building
- Location, design, construction and maintenance of equipment
- Cleaning and sanitizing
- Personal hygiene and hygienic practices
- Pest control and waste management
- Adequacy of Water, ice and other support services
- Process control
- Transport and storage and handling
- Traceability and recall
- Supplier quality assurance
- Standard operating procedures
- Training

Reading a HACCP plan involves correct identification of the hazard, specified critical limits, monitoring details (what, how when, who), corrective actions, matching records and the verifications undertaken at the CCPs.

Monitoring methods may include BBT and product temperature check, slurry temperature, cold store temperature, organoleptic assessment, visual checks, time/temperature check for cooking, sterilization, drying, smoking, residual chlorine check.

Tools, equipment and materials used in this unit may include

Standard Operational Procedures

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Conforming to pre-requisite programs
- Describing HACCP system as an integral component for food safety and the impact of operations failing to comply with the HACCP plan
- Identifying common product and process related hazards
- Supervise monitoring of critical control points (CCPs)
- Supervise maintenance of CCP monitoring records
- Identifying measurements outside the critical limits
- Taking appropriate corrective action
- Supervise maintenance of corrective action records

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements. Assessments may include observations, questioning and evidence gathered from the workplace environment. Assessment may be conducted on one occasion but must include normal range of work activities.

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- HACCP plans for several products
- CCP monitoring tools
- Situation requiring working under HACCP
- Situations requiring deviation from the critical limits in the HACCP plan
- Worksite or equivalent instructions on safe working practice
- Materials, tooling and equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of the requirements for pre-requisite programs• General knowledge of HACCP as an integral part of food safety• General knowledge of process and product related hazards• Working knowledge of the critical control points and how to monitor them• Working knowledge of requirements for recording the monitoring information• Detailed knowledge of critical	<ul style="list-style-type: none">• Competent in conforming to requirements of the pre-requisite program• Ability to describe HACCP as a preventative approach to food safety and read HACCP plans• Ability to describe the impacts of failure in HACCP• Ability to identify the common process and product related hazards• Competent in monitoring the CCPs and supervising the action• Skill to fill in CCP record forms• Ability to identify any deviations from

limits <ul style="list-style-type: none"> • Working knowledge of the corrective actions in case of deviations • Working knowledge of the requirements for recording corrective actions 	the critical limits <ul style="list-style-type: none"> • Ability to take corrective actions, within the scope of the work or otherwise report to relevant person • Skill to fill in the corrective action record forms
--	--

UNIT TITLE	Freeze and chill fishery products				
DESCRIPTOR	<p>This unit covers the competence required to perform freezing and chilling and of raw materials or final products and storage of fish products.</p> <p>The unit includes understanding of chilling and freezing techniques for fishery products; preparation of fishery products for freezing and storage; freezing and chilling operations; end of freezing and chilling operations; and cold storage of these products.</p> <p>This unit does not include icing of fish for holding and control of quality.</p>				
CODE	FNA01S2U10V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Explain chilling or freezing of fishery products	<p>1.1. The principles of preservation and extending the shelflife by chilling and freezing of fishery products explained</p> <p>1.2. Difference of chilling and freezing and the methods of chilling and freezing applied in the industry identified and explained</p> <p>1.3. The critical control points within the chilling and freezing process identified</p> <p>1.4. The components of chilling and freezing equipment identified and the purpose of each component explained</p> <p>1.5. Food safety practices for chilling or freezing identified and explained</p>
2. Prepare for chilling or freezing of fishery product	<p>2.1. The work areas and the chilling and freezing equipment cleaned and sanitized and/ or other preparations carried out according to the standard operating procedures</p> <p>2.2. Pre-start checks on the equipment conducted according to the operating instructions</p> <p>2.3. Raw materials or products received, prepared and maintained according to the standard operating procedures</p> <p>2.4. Raw material or products shortages reported according to the standard operating</p>

	procedures
3. Freeze or chill fishery product	<p>3.1. The chilling or freezing equipment started, operated and controlled according to operating instructions</p> <p>3.2. Raw materials or products chilled or frozen as per the standard operating procedures</p> <p>3.3. Time/ Temperature and other Product and Process parameters controlled and recorded</p> <p>3.4. Critical control points and control points monitored and maintained</p> <p>3.5. Chilled or frozen raw materials or products removed and released as per the standard operating procedures</p>
4. Perform end of freezing or chilling procedures	<p>4.1. The chilling or freezing equipment shut down as per the SOPs</p> <p>4.2. The work areas and chilling/ freezing equipment cleaned and sanitized according to SOPs</p> <p>4.3. Process records maintained according to SOPs</p>
5. Cold storage	<p>5.1. Cold storage equipment started, operated and controlled according to SOPs</p> <p>5.2. Time/ Temperature and other Product and Process parameters controlled and recorded</p> <p>5.3. Critical Control Points monitored and maintained</p> <p>5.4. Proper stock rotation applied as per the SOP</p> <p>5.5. Cold storages cleaned and maintained as per the SOP</p>

RANGE STATEMENT

In the context of this standard, freezing refers to brine freezing, tunnel freezing, blast freezing or plate freezing of fishery products. Chilling refers to cold storage and refrigeration.

Cold storage refers to refrigerated storage or frozen storage

Tools, equipment and materials used in this unit may include

Equipment for chilling or freezing and storage of fishery products

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of chilling and freezing activities.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Explaining the principles of preservation by chilling and freezing fish
- Identifying and explaining the methods applied in chilling and freezing of various fishery products
- Identifying the critical control points within these processes and adhering to the food safety practices
- Explaining the purpose of the major components in chilling and freezing units
- Preparing to chill and freeze fishery products
- Starting up and operating and shutting down the freezing and chilling systems
- Monitoring the CCPs and taking corrective actions for deviations
- Starting up and operating and shutting down the cold storages
- Applying proper stock rotation of stored products
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring safe working practices
- Worksite or equivalent instructions on safe working practice
- Hazardous chemicals and/or dangerous goods information
- Materials, tooling and equipment
- Fire-fighting appliances and fire test facilities

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• Theoretical knowledge of the principles of preservation and the reasons• General knowledge of methods commonly applied in chilling and freezing• Working knowledge of CCPs and the monitoring procedures• Working knowledge of operating procedures for freezing and chilling equipment• Working knowledge of operating procedures for freezing and cold storages• Working knowledge of requirements for stock rotation	<ul style="list-style-type: none">• Ability to explain the principles of preservation by chilling and freezing• Ability to explain common methods applied in chilling and freezing fishery products• Competent to identify and monitor CCPs• Undertake start-up, operate and shut-down procedures for chilling and freezing equipment• Skill to start-up, operate and shut-down cold storages• Competent in applying stock rotation procedures to cold store products

UNIT TITLE	Cut and fillet fish				
DESCRIPTOR	<p>This unit covers the competence required to cut and fillet fish manually in a commercial fish processing operation.</p> <p>The unit includes description of filleting techniques, explanation and calculation of productivity and yield, preparation of raw materials for filleting, filleting of fish, loining/trimming/ portioning of fish, and performing end of fillet cutting procedure in addition to application of safety, hygiene and other controls associated with the process.</p> <p>The competence does not include operation and maintenance of a fish filleting machine.</p>				
CODE	FNA01S2U11V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Describe cutting and filleting of fish products	<p>1.1. Understanding of the cutting and filleting techniques in different species of fish demonstrated</p> <p>1.2. Different fillet cuts identified according to standardized cutting procedures</p> <p>1.3. Productivity and yield and the practices for maximizing them explained in relation to filleting of fish</p> <p>1.4. Yield for a filleted fish calculated</p>
2. Prepare to cut and fillet fish	<p>2.1. The work area, knives and cutting boards/ surfaces cleaned and sanitized as per the cleaning schedule</p> <p>2.2. Raw fish received and maintained as per the standard operating procedure</p> <p>2.3. Raw fish prepared, that is headed, fins removed and de-scaled according to the SOP</p> <p>2.4. Safety procedures including safe knife handling procedures adhered to throughout the process</p> <p>2.5. Hygiene requirements including adequate personal hygiene practices observed throughout the process</p> <p>2.6. Knives appropriate for the cutting operation</p>

	correctly identified and selected
3. Cut and fillet fish	<p>3.1. Different species of fish filleted according to the standard operating procedures</p> <p>3.2. Filleted fish skinned, trimmed, loined and/or cut portions produced as per the standard operating procedures</p> <p>3.3. Correct product specifications met for final cut product</p> <p>3.4. The expected yield specified by the company met for the species being filleted</p> <p>3.5. The expected productivity specified by the company met for the species being filleted</p> <p>3.6. Other company requirements for filleting a fish met</p> <p>3.7. Product and process parameters including time and temperature controlled and recorded throughout the process</p> <p>3.8. Parasites correctly identified and removed during the filleting and trimming operations</p>
4. Perform end of cutting and filleting procedures	<p>4.1. Sub-standard product handled according to the company requirements</p> <p>4.2. The work area, knives and cutting boards/ surfaces cleaned and sanitized according to cleaning schedule</p> <p>4.3. Knives, cutting boards and other equipment properly maintained</p> <p>4.4. Product records made and maintained</p>

RANGE STATEMENT

Unit scope

Fish are filleted for three different species of finfish

Other company requirements for filleting may include but is not limited to recovery of edible by-products, disposal of offal, maintaining temperature control, hygiene, equipment maintenance and cleaning, recording, knife maintenance, health and safety

Fillet cuts include normal cut, butterfly cut, loining and assorted cutting such as cutting into cubes for

Cutting operations include heading, filleting, trimming, loining, portioning

Tools, equipment and materials used in this unit may include

Tooling and equipment may include knives, cutting boards, trays or containers for holding fillets and cleaning equipment

Cleaning chemicals and sanitizers

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of circumstances requiring handling and caring for the knife and cutting fish.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Safely handle and store knives employed in the cutting operations
- Selecting knives appropriate for the particular cutting operation
- Identifying maintenance requirements and undertaking steeling or stoning of knives when necessary
- Minimizing damage to knives during handling and storing
- Replacing knives that is work or no longer appropriate for the operation
- Identifying product specification and company requirements for the dimensions or size or weight of the product

- Cutting fish to meet the company requirements or the final product specification and achieve the expected yield
- Cleaning and sanitizing the knives and cutting boards/ surfaces effectively
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring handling knives and employing knives to cut fish
- Standard operating procedures for fish cutting operations
- Cleaning procedures
- Range of knives for different cutting operations
- Cutting boards or surfaces
- Cleaning and sanitizing chemicals and equipment
- Steeling and stoning equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of the requirements for safe knife handling and storage • Detailed knowledge of type of knife suitable for a particular cutting operations 	<ul style="list-style-type: none"> • Competent in handling and storing knives safely • Ability to select and employ the type of knife appropriate for the cutting operation • Ability to identify maintenance

<ul style="list-style-type: none"> • Working knowledge of maintenance of knives • Working knowledge of suitability of the knife in terms of its conditions • Working knowledge of the methods to minimize damage to the knives during handling and storing • Detailed knowledge of the company requirements or product specification in relation to the dimensions or size or weight of fish • Detailed knowledge of the standard operating procedures applicable to fish cutting operations • Working knowledge of company requirements for the yield and means of achieving the target • Working knowledge of procedure applied in cleaning and sanitizing the knives and work surfaces 	<p>requirements of knives and steel and stone them accordingly</p> <ul style="list-style-type: none"> • Ability to identify knives which are worn or is no longer appropriate and replace • Undertake precautions to minimise damage to the knives during handling and storing • Competent in cutting fish to meet the company requirement or specification of the product • Ability to cut fish following the standard operating procedure • Ability to cut fish to meet the require yield • Capable of cleaning and sanitizing the knives and working surfaces effectively • Observing personnel hygiene and hygienic practices during cutting operations
--	--

UNIT TITLE	Pack various fishery products				
DESCRIPTOR	In this unit, the competence is focused on packing various fishery products in different primary packs such as in seal bags, under vacuum and wrapping whole fish. The unit also encompasses labelling of the individual products packs.				
CODE	FNA01S2U12V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare fishery products for packing	<p>1.1. Different components of the packing and sealing equipment correctly identified and the function of each explained</p> <p>1.2. The operating principle of the equipment explained</p> <p>1.3. The equipment set to achieve the desired operational conditions as per the standard operating procedure</p> <p>1.4. Packing area and equipment utilized cleaned and sanitized and other preparations done according to the standard operating procedures</p> <p>1.5. Safety requirements and personal protection needs observed throughout the work</p> <p>1.6. Food safety practices and procedures applied throughout the operations</p> <p>1.7. The product and packaging material received and maintained as per the standard operating procedure</p> <p>1.8. Shortages in both the packaging material and the product reported</p> <p>1.9. Company specifications for the bags or packing material correctly identified</p> <p>1.10. Product transferred into bags as per the standard operating procedure</p>

2. Pack fishery products under vacuum	2.1. The product packed in bags according to the standard operating procedure 2.2. The desired product specification met 2.3. Packing and sealing equipment operated and controlled as per the operating procedure 2.4. Product and process control parameters monitored and maintained 2.5. packed product checked for any defects 2.6. Products with packaging defects correctly identified and corrective action taken as per the standard operating procedure
3. Label and seal packed products	3.1. Sealing equipment set as per the standard operating procedure 3.2. Label checked for correct and accurate information 3.3. Label inserted in the open end of the bag and correctly sealed as per the standard operating procedure
4. Perform end of packing and label sealing	4.1. Work area and equipment cleaned and sanitized and ready for use as per the standard operating procedure 4.2. Simple maintenance jobs of the packing and label sealing equipment performed 4.3. Packing and labelling records correctly made and maintained

RANGE STATEMENT

Fishery products that is generally packed under vacuum include fresh and frozen fillets/loins, steaks and different fillet cuts, whole headed small fish; products packed in sealed bags may include dry fish.

Vacuum packed product correctly checked for proper vacuum, vacuum seal and other quality defects.

Corrective action for product with defect packaging may include removal of the product from the pack and repacking in a new bag.

Company specifications for packaging material may include bag length and width, thickness of the material by feel.

Tools, equipment and materials used in this unit may include

Equipment may include vacuum packing machine, sealing equipment or label sealing equipment, cleaning equipment.

Materials may include packing materials and bags, cleaning materials.

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which requires packaging various products in different packing.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying major components of the packing and sealing equipment and explain their functions and operating principle
- Setting the equipment to meet target operational conditions
- Identifying packing material specifications and checking the material for compliance
- Packing products to meet the desired final product specifications
- Operating and controlling the packing and sealing equipment
- Identifying any defects in the packaging and taking corrective actions
- Checking label for correct and complete information
- Making and maintaining packing and labelling records
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring packing various fishery products
- Worksite or equivalent instructions on packing and sealing
- Packing and sealing equipment
- Packaging material or bags
- Other materials, tooling and equipment

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• General knowledge of major components of the packing and sealing equipment and their functions• General knowledge of process conditions and operating targets• Detailed knowledge of the packing material and product specifications• Working knowledge of the requirements for operating and control packing and sealing equipment• Working knowledge of the	<ul style="list-style-type: none">• Ability to identify the major components of the equipment and explain their functions• Ability to understand the operating principles• Competent in setting the equipment to meet the set targets• Skill to check packing material for compliance with the specifications• Ability to ensure the packed product to meet the specifications given• Competent in operating and controlling packing and sealing equipment• Ability to identify the packing defects

<p>common defects in packed product</p> <ul style="list-style-type: none"> • Detailed knowledge of the necessary product label information • Working knowledge of the records pertinent to packing and labelling 	<p>and take necessary corrective action</p> <ul style="list-style-type: none"> • Ability to check label for correct information • Competent in making and maintaining packing and labelling records
--	---

UNIT TITLE	Supervise can filling and seaming operations				
DESCRIPTOR	This unit covers the competence required to supervise the can filling and seaming operations in the production of canned fish.				
CODE	FNA01S2U13V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Prepare can filling and seaming equipment	<p>1.1. The component of the can filling and seaming equipment identified and the function of each component explained</p> <p>1.2. The can filling and seaming equipment cleaned and sanitized according to the standard operating procedure</p> <p>1.3. The canning parameters and date coding parameters set according to the company requirements</p> <p>1.4. Daily equipment check carried out</p> <p>1.5. The equipment started up and common start-up problems solved in line with the operating instructions</p>
2. Prepare to can fish	<p>2.1. Production schedule for canning interpreted within the scope of work.</p> <p>2.2. Safety requirements, including individual workplace regulatory requirements and personal protection needs observed throughout the work</p> <p>2.3. Food safety and quality control practices and procedures applied throughout the operations</p> <p>2.4. Product and process control parameters monitored and maintained throughout the process</p> <p>2.5. The work area prepared according to standard operating procedures</p> <p>2.6. Packaging material and product received, checked and maintained according to standard operating procedure</p> <p>2.7. Ingredients prepared and quality checked according to the standard operating</p>

	<p>procedure</p> <p>2.8. cleaned fish released for canning according to the standard operating procedure</p>
3. Can fish	<p>3.1. The can filling and seaming machinery operated and controlled according to standard operating procedure</p> <p>3.2. Cans filled and seamed according to standard operating procedure</p> <p>3.3. Canning parameters controlled, monitored and recorded as per the standard operating procedures</p> <p>3.4. Cans filled and seamed to meet the company specifications for the product</p> <p>3.5. Cans sampled at set frequencies for quality checking</p>
4. Perform post seaming procedures	<p>4.1. The can filling and seaming equipment shut down according to standard operating procedure</p> <p>4.2. Sub standard cans identified and handled according to the standard operating procedure</p> <p>4.3. The work area and the equipment cleaned and sanitized and ready for use according to standard operating procedure</p> <p>4.4. Ensure canning records made and maintained correctly</p>

RANGE STATEMENT

Fish to be canned refer to Types of finfish

Common start up problems may be solved: recognize signs of problems, identification of common problems, their causes and methods for prevention, description of the consequences of the problem.

Packaging material that is canning container and cover is checked for cleanliness, damage and visible flaws

Canning parameters may include filling rate, head space and net weight

Monitoring of canning parameters may include performing can seam evaluations

Tools, equipment and materials used in this unit may include

Equipment and machinery may include can filling and seaming equipment, equipment for conducting can seam evaluation and to measure vacuum, cleaning equipment.

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment where the production of canned fish is in progress.

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Identifying the major components of the can filling and seaming equipment and explaining their functions
- Setting the correct canning parameters and date coding for the equipment
- Overseeing the daily equipment check and start up processes
- Interpreting the production schedule
- Communicating effectively with others involved in or affected by the work
- Applying food safety and quality control practices in can filling and seaming
- Receiving and checking of packaging material and ingredients
- Oversee operation of the can filling and seaming equipment packed to meet the product specifications
- Monitoring and recording canning parameters
- Supervise cleaning and sanitization of the can filling and seaming equipment

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring can filling and seaming operations in the production of canned fish
- Worksite or equivalent instructions for equipment operation
- Packaging material/ empty cans
- Hazardous chemicals and/or dangerous goods information
- Materials, tooling and equipment, including ingredients used in the can

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none">• Working knowledge of the major components of the can filling and seaming equipment and their functions• General knowledge of correct canning parameters for the process• Working knowledge of operations of can filling and seaming equipment• Detailed knowledge of the set schedule for production• Working knowledge of the food safety and quality control	<ul style="list-style-type: none">• Ability to identify the major components of the equipment and their functions• Competent in setting the correct process parameters in can filling and seaming• Competent to operate and supervise operation of the equipment• Competent in conducting or overseeing the daily equipment check and start-up procedures• Ability to interpret the production schedule• Competent in observing and enforcing food safety and quality control

<p>practices important in can filling and seaming</p> <ul style="list-style-type: none"> • Working knowledge of the requirements for packing material and ingredients • Working knowledge of the monitoring and recording of canning parameters • Working knowledge of the cleaning and sanitizing procedure for can filling and seaming equipment 	<p>practices</p> <ul style="list-style-type: none"> • Ability to check packing material and ingredients for conformance • Skill to monitor and record canning parameters • Ability to identify if the parameters are within the target range • Competent in supervising the equipment cleaning process
---	--

UNIT TITLE	Sterilise canned fish products				
DESCRIPTOR	This unit covers the competence required to operate retorting equipment for the purpose of sterilizing fish products already in its packaging material.				
CODE	FNA01S2U14V1	Level	3	Credit	5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Describe sterilization	<p>1.1. Principles and purpose of sterilisation using a retort explained</p> <p>1.2. The effects sterilization on micro organisms including spores and specifically Clostridium botulinum described</p> <p>1.3. The method of calculating sterilisation efficacy in terms of Fo values explained</p> <p>1.4. The reasons and method for conducting heat distribution and penetration tests for validating the efficiency of the sterilisation process explained</p>
2. Prepare to sterilise canned fish	<p>2.1. The components of the retort identified and the function of each part is explained</p> <p>2.2. Safety requirements, including equipment safety requirements and personal protection needs observed throughout the work</p> <p>2.3. Warnings in relation to the use of high temperature and pressure observed</p> <p>2.4. Company policies and procedures to ensure safety of the product applied throughout the work</p> <p>2.5. Retort and the work area cleaned and sanitized according to the standard operating procedure at a specified frequency</p> <p>2.6. Retort parameters including the temperature, pressure and sterilization time set as per the standard operating procedure</p> <p>2.7. The retort started according to the</p>

	<p>operating procedure for the equipment</p> <p>2.8. Packaged products received and maintained according to the standard operating procedure</p>
3. Sterilise cans or packs in a retort	<p>3.1. The retort loaded with the correct number of cans or packs as per the standard operating procedures</p> <p>3.2. The cans or packs sterilised as per the standard operating procedure</p> <p>3.3. The control parameters including the CCPs for retorting controlled and monitored at set frequencies as per the standard operating procedures</p> <p>3.4. Free chlorine content of the retort cooling water correctly checked at set frequencies as per the standard operating procedures</p> <p>3.5. Any deviations from the operational targets identified and prompt action taken or relevant people notified</p> <p>3.6. Sterilised products removed and released for further operations as per the standard operating procedures</p>
4. Perform end of sterilization procedures	<p>4.1. The retorting equipment shut down according to the equipment operational procedures.</p> <p>4.2. When operational targets not achieved or product specifications not met, the product is handled according to the standard operating procedure.</p> <p>4.3. Retort and the work area cleaned and sanitized as per the standard operating procedure</p> <p>4.4. Records required by the sterilization process and the associated operations made and maintained</p>

RANGE STATEMENT

Packaged fish products for retorting include canned products and products in retortable pouches.

Control parameters may include sterilization temperature and time, pressure, retort cooling water.

When operational targets are not achieved or product specifications not met, the product may be rejected, deviated or re-processed.

Tools, equipment and materials used in this unit may include

Equipment may include retorts, cleaning equipment

Materials may include lubricants and cleaning materials.

ASSESSMENT GUIDE

Forms of assessment

Continuous and holistic assessment is suitable for this unit.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices

Critical aspects (for assessment)

It is essential that competence is fully observed and there is ability to transfer competence to changing circumstances and to respond to unusual situations in the critical aspects of:

- Communicating effectively with others involved in or affected by the work
- Identifying and assessing hazardous situations and rectifying, or reporting to the relevant persons
- Operating fire-fighting appliances
- Safely handling and storage of dangerous and/or hazardous goods and substances
- Applying safe manual handling practices
- Safely and effectively operating equipment and utilising materials over the full range of functions and processes for work undertaken on worksite

- Following worksite evacuation procedures
- This unit may be assessed in conjunction with all and units which form part of the normal job role

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

Special notes for assessment

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements

Resources required for assessment

The following should be made available:

- A workplace or simulated workplace
- Situations requiring safe working practices
- Worksite or equivalent instructions on safe working practice
- Hazardous chemicals and/or dangerous goods information
- Materials, tooling and equipment
- Fire-fighting appliances and fire test facilities

UNDERPINNING KNOWLEDGE AND SKILLS

Analyst groups might be advised to include Key Competencies and Levels in this section

Underpinning knowledge	Underpinning skills
<ul style="list-style-type: none"> • General knowledge of the implications of on efficiency, morale and customer relations • General knowledge of common automotive terminology • Working knowledge of workplace safety regulations/requirements, equipment, material and personal safety requirements • Working knowledge of safe manual handling theories and practices 	<ul style="list-style-type: none"> • Undertake effective customer relation communications • Competent in communicating basic automotive terminologies • Competent to work according to safety regulations • Competent to work safely with workplace equipments, materials and colleagues • Undertake safe manual handling jobs • Skill to select and apply appropriate

<ul style="list-style-type: none"> • Working knowledge of the selection and application of fire-fighting appliances • Working knowledge of dangerous goods and hazardous chemicals handling processes • Detailed knowledge of worksite reporting procedures 	<p>fire fighting appliances</p> <ul style="list-style-type: none"> • Ability to safely handle dangerous good and hazardous chemicals • Competent to undertake appropriate worksite reporting procedures
--	---