

**VET in the VCE
FOOD PROCESSING (WINE)**

**FDF20403
Certificate II in Food Processing (Wine)
June 2004**

This program booklet must be used in conjunction with the nationally endorsed FDF03 Food Processing Industry Training Package – Wine Sector

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The artwork on the cover has been reproduced from 1998 VCE student work:

Clare James

'Can Opener' 1998 (detail)

Ink, gouache and oil stick on paper

188 x 152.5 cm

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Introduction

VCE VET programs are vocational certificates approved by the Victorian Curriculum and Assessment Authority (VCAA) as appropriate for senior secondary school students and endorsed for recognition in the VCE by the Victorian Qualifications Authority (VQA).

VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable vocational education and training certificate.

VCE VET programs:

- are fully recognised within the Unit 1–4 structure of the VCE and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies
- may also contribute to satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
- function within the National Training Framework.

NATIONAL TRAINING FRAMEWORK

The two key elements of the National Training Framework are the Australian Quality Training Framework (AQTF) and training packages. Under the AQTF, Registered Training Organisations (RTOs) are responsible for the assessment and certification of training qualifications, regardless of whether programs are curriculum based or based on training packages.

National training packages are agreed to by Industry Skills Councils (formerly Industry Training Advisory Bodies) and endorsed by the Australian National Training Authority (ANTA). Training packages consist of a set of competency standards, assessment guidelines and national qualifications that apply across an industry. These packages underpin delivery of training by RTOs and industry.

Training packages will progressively replace the current mix of competency standards and accredited curriculum based courses and their related qualifications.

The VCE VET Food Processing (Wine) program is drawn from the national FDF03 Food Processing Industry Training Package – Wine Sector, developed by the Wine Industry National Education and Training Advisory Council (Winetac), the peak body for the Australian grape and wine industry.

PROGRAM REVISION

This program booklet replaces the VCE VET Food Processing (Wine) program booklet published in December 2000. The VCE VET Food Processing (Wine) program has been revised to incorporate the changes in the national Food Processing Industry Training Package – Wine Sector as a consequence of revision of the training package.

The changes to the Certificate II in Food Processing (Wine) as the result of the Food Processing Training Package revision are summarised below:

- a number of units of competence have been revised with expanded Evidence Guides
- units of competence have been updated to reflect industry and technology changes and sustainable practice
- most units of competence codes have been altered and some unit of competence titles have changed
- the nominal duration of the qualification is longer
- some units of competence have been allocated to different pools.

ARRANGEMENTS FOR CONTINUING STUDENTS

Students enrolled in FDF20498 Certificate II in Food Processing (Wine) in 2003 or earlier, should complete their program under the arrangements outlined in the Certificate II in Food Processing (Wine) program booklet published in December 2000.

No new students may enrol in FDF20498 Certificate II in Food Processing (Wine) in 2004 and beyond.

STUDENTS COMMENCING IN 2004

All students commencing the VCE VET FDF20403 Certificate II in Food Processing (Wine) program in 2004 and beyond must comply with the requirements outlined in this booklet.

Program details

AIMS

The aims of the VCE VET Food Processing (Wine) program are to:

- provide participants with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the wine or wine related industries
- enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

COMPLETION REQUIREMENTS

The following information needs to be read in conjunction with the national FDF03 Food Processing Industry Training Package – Wine Sector.

The packaging requirements for the award of FDF20403 Certificate II in Food Processing (Wine) are:

- | | |
|--|-------------------|
| • 4 compulsory Core Pool 1 units | 12 points |
| • 5 compulsory Core Pool 2 units | 12 points |
| • 1 compulsory Induction unit | 4 points |
| • Specialist units of competence | 8 points minimum |
| • Specialist or optional units of competence | 24 points minimum |

Points: each unit of competence has been allocated a value of 2, 4, or 6 points according to the amount of training and the complexity of skill and underpinning knowledge required.

Prerequisites for some units of competence are specified where there are essential skills required to perform the tasks in the unit that are not dealt with within the unit. Prerequisite unit points are credited towards the qualification level and must be undertaken within the packaging requirements of the certificate.

STRUCTURE OF THE QUALIFICATION

The units of competence in the training package have been classified in Core, Specialist and Optional groups. Each unit of competence in the training package has been allocated a value shown as points and is allocated a pool.

Core units are compulsory in qualifications for all sectors of the food processing industry. FDFWIUNDB *Perform effectively in the workplace* is an induction unit that is also compulsory for Wine Industry qualifications.

Specialist units are competency standards that are directly associated with:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory operations
- warehouse and distribution
- wine grape growing.

Optional units are competency standards that support the Wine Industry specialist units.

Specialist and optional units of competence can be selected in any combination within the packaging requirements for a given qualification and these are listed in this booklet under Elective Bank (page 7).

In order to be eligible for the award of this qualification, achievement of units of competence to a minimum of 60 points is specified.

VCE VET PROGRAM STRUCTURE

Two VCE VET programs are provided to allow for two exit points:

- Program 1 allows for completion of the whole Certificate II in Food Processing (Wine) and provides a Unit 3–4 sequence for VCE satisfactory completion and ENTER purposes.
- Program 2 allows for partial completion of the Certificate II in Food Processing (Wine) while providing a Unit 3–4 sequence for VCE satisfactory completion and ENTER purposes. Program 2 consists of core units of competence (comprising Core 1 and 2), the compulsory induction unit and specialist and/or optional units to total 400 nominal hours.

PROGRAM DURATION

The VCE VET Food Processing (Wine) program involves a nominal duration of 400–610 hours, depending on the specialist area selected.

The nominal hours attached to each unit of competence are determined by the Office of Training and Tertiary Education (OTTE) for funding purposes. They are a guide only, and the actual duration of the training required is affected by students' readiness to be assessed for the particular unit of competence.

It is important to note that the allocation of nominal hours for each unit of competence is intended to cover both delivery and assessment.

PROGRAM 1

Full completion of the certificate

A student completing this program will satisfy the requirements for the award of the Certificate II in Food Processing (Wine).

VCE VET Units 1–4		
Code	Unit of competence	Nominal hours
Compulsory Units		
Core I		
FDFCORWCM1A	Communicate workplace information	20
FDFWIUNDB	Perform effectively in the workplace (induction)	40
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORQAS1A	Follow work procedures to maintain quality	20
FDFCORFSY1A	Follow work procedures to maintain food safety	20
Core II		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
	Subtotal	290
	Electives: Select specialist and/or optional units of competence to make up approximately 320 hours	320
	TOTAL	610

To be eligible to receive a Unit 3–4 sequence, students must complete all the Core I and all the Core II units of competence.

On completion of this program, students are eligible for up to six VCE VET units credit in the VCE, including a Unit 3–4 sequence.

PROGRAM 2**Partial completion of the certificate**

A student undertaking this program will complete two-thirds of the Certificate II in Food Processing (Wine).

VCE VET Units 1-4		
Code	Unit of competence	Nominal hours
Compulsory units		
Core I		
FDFCORWCM1A	Communicate workplace information	20
FDFWIUINDB	Perform effectively in the workplace (induction)	40
FDFCORHS1A	Follow work procedures to maintain health and safety	40
FDFCORQAS1A	Follow work procedures to maintain quality	20
FDFCORFSY1A	Follow work procedures to maintain food safety	20
Core II		
FDFCORWCM2A	Present and apply workplace information	30
FDFCORBM2A	Use basic mathematical concepts	20
FDFCORHS2A	Implement occupational health and safety systems and procedures	40
FDFCORQAS2A	Implement quality systems and procedures	30
FDFCORFSY2A	Implement the food safety program and procedures	30
Subtotal		290
Electives: Select specialist and/or optional units of competence to make up a minimum of 110 hours		110
TOTAL		400

To be eligible to receive a Unit 3-4 sequence, students must complete all the Core I and all the Core II units of competence.

On completion of this program, students are eligible for up to four VCE VET units credit in the VCE including a Unit 3-4 sequence.

ELECTIVE BANK

When selecting the specialist/optional units for the VCE VET Food Processing (Wine) program 1 or 2, consideration should be given to the pools and points allocated to the units of competence in relation to the packaging requirements for completion of the qualification.

Specialist/optional Pool 1			
Code	Unit of competence	Nominal Hours	Points
TDTA1497B	Use product knowledge to complete work operations	60	4
FDZCSCS2A	Clean and sanitise equipment	30	2
FDFWGGPGHB	Pick grapes by hand	20	2
FDFLABLETB	Use basic laboratory equipment	40	4
FDFWGGPVHB	Plant vines by hand	20	2
FDFWGGVCB	Take vine cuttings	20	2
FDFBPPALA	Operate the palletising process	20	2
FDFLABMAEA	Maintain aseptic environment	40	4
FDFBPMANA	Operate manual bottling and packaging processes	20	2
THHBFBO9B	Provide responsible service of alcohol	10	2
Specialist optional Pool 1 or 2			
FDFBPBCAA	Operate the bottle capsuling process	20	2
FDFBPBSUA	Operate the bottle supply process	20	2
FDFWGGHPVB	Hand prune vines	40	4
FDFWGGTVB	Train vines	20	2
FDFCELWAXB	Prepare and wax tanks	20	2
FDFCELAFB	Prepare and make additions and finings	40	4
FDFCELGASB	Carry out inert gas handling operations	20	2
FDFWGGBGVB	Bench graft vines	20	2
FDFBPCEPA	Operate the carton erection process	20	2
FDFWGGISMB	Undertake irrigation systems maintenance activities	20	2
FDFBPCPPA	Operate the carton packing process	20	2
FDFCELOAKB	Perform oak handling activities	20	2
FDFLABBPTA	Perform basic packaging tests and inspections	40	4
FDFLABBATA	Perform basic analytical tests	40	4
MEM18.1AB	Use hand tools	20	2
FDFOPTISP2A	Implement sampling procedures	20	2
WRRCS2B	Apply point of sale handling procedures	21	4
FDFLABLSSB	Prepare laboratory solutions and stains	40	4
FDFLABBMTA	Perform basic microbiological tests	40	4
FDFCELTRFB	Carry out transfer operations	20	4

Specialist/optional Pool 2			
Code	Unit of competence	Nominal Hours	Points
MEM18.2AA	Use power tools/hand held operations	20	2
TDTK197B	Use infotechnology devices and computer applications in the workplace	40	4
*FDFCDSEWB	Evaluate wines (standard)	40	4
*FDFCDSSTA	Conduct a standard product tasting	40	4
FDFCDSWTB	Promote wine tourism information	60	6
*FDFCDSSPSA	Sell cellar door products and services	60	2
FDFCDSWSTB	Conduct winery and/or site tours	40	4
WRRF1B	Balance register/terminal	18	2
FDFCDSBDB	Perform cellar door banking duties	20	2
FDFCDSDBCB	Process cellar door debtors and creditors	20	2
WRRM1B	Merchandise products	30	2
FDFWGGMTB	Install and maintain vine trellis	20	2
FDFBPECOA	Operate the electronic coding process	20	2
FDFWGGICB	Install irrigation components	40	2
FDFWGGISB	Operate the irrigation system	40	4
FDFWGGVEQB	Operate vineyard equipment	40	4
*RTC2309A	Operate tractors	30	4
FDFWGGMHSB	Support mechanical harvesting operations	20	2
FDFBPBSEA	Operate the bottle sealing process	40	4
FDFWGGIRB	Deliver injection requirements	20	2
FDFWGGVPCB	Perform vertebrate pest control activities	20	2
FDFWGGFGVB	Field graft vines	40	4
WRRLP2B	Minimise theft	21	2
FDFCDSSCPB	Perform cellar door stock control procedures	40	4
FDFCELCRPB	Operate the crushing process	20	2
FDFCELFERA	Perform fermentation operations	40	2
FDFCELMDA	Perform must draining operations	20	2
FDFCELPBB	Operate the pressing process	40	4
FDFCELIONB	Operate the ion exchange process	20	2
WRRF1B	Balance register/terminal	18	2
FDFZCSCIP2A	Clean equipment in place	30	2
PMLTEST300A	Perform basic tests	60	2
SUGPWWT2A	Operate a waste water treatment system	40	4
MEM9.2AA	Interpret technical drawing	40	4
FDFOPTCRM2A	Conduct routine maintenance	50	4
FDFOPTTG2A	Participate in work teams and groups	20	4
TDTD397C	Handle dangerous goods/hazardous substances	40	4
TDTD497A	Load and unload goods/cargo	30	4
*TDTD1097B	Operate a forklift	40	4
SUGPOBB2A	Operate a boiler – basic	60	4
FDFBPSPGA	Operate traditional sparkling wine processes	20	4
FDFBPTIRA	Operate the triage and transfer process	40	4

Specialist/optional Pool 3			
Code	Unit of competence	Nominal Hours	Points
FDFWGSSEB	Operate spreading and seeding equipment	20	2
FDFCELRVFB	Operate the rotary vacuum filtration process	40	4
FDFCELCSEB	Operate clarification by separation (centrifugation) process	40	4
FDFCELFFPB	Operate the fine filtration process	40	4
FDFCELPLFA	Operate the pressure leaf filtration process	40	4
FDFBPPECB	Perform packaging equipment changeover	60	6
FDFCELCULA	Propagate and maintain wine cultures	40	4
FDFCELHSB	Handle spirits	40	4
FDFCELHECB	Perform heat exchange operations	20	2
FDFLABSSB	Prepare product or show samples	60	6
FDFLABQCA	Perform packaging quality control procedures	60	6
**FDFWGGCBAB	Apply chemicals and biological agents	40	4
FDFWGGHPB	Coordinate hand pruning activities	40	4
FDFWGSNAB	Perform shed nursery activities	40	4
FDFWGGFNAB	Perform field nursery activities	40	4
FDFBPSFPB	Operate softpack filling process	60	6
FDFBPBFPB	Operate the bottle filling process	60	6
FDFWGGISIB	Implement an irrigation system	40	4

* **Note:** For students under the age of 18 there may be restrictions on the delivery of this unit of competence.

** **Note:** work must be carried out in accordance with OH&S requirements and workplace procedures.

SEQUENCE

Core I units of competence should be delivered and assessed before Core II units of competence.

Schools are advised that there is no stand-alone Unit 3–4 sequence in this program. The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The foundation knowledge and skills for the ability to function effectively in the workplace are often acquired in the early stages of the training program and are necessary for the achievement of competence in other areas of the program. A student may have great difficulty in achieving competence in the specified areas without first having undertaken training in the foundation or core units of competence. The strong advice and assumption of industry bodies is that the value of the training will be compromised unless based on the foundation skills specified by industry for each qualification.

FDFCORHS1A *Follow work procedures to maintain health and safety* must be undertaken prior to structured workplace learning.

While a range of delivery sequences is possible, the selected delivery schedule must comply with the prerequisites identified in the training package. A summary of these prerequisites is provided below.

Prerequisite unit		for	
WRRCS2B	Apply point of sale handling procedures	WRRF1B	Balance register/terminal
WRRF1B	Balance register/terminal	FDFCDSBDB	Perform cellar door banking duties
WRRCS3B	Interact with customers	FDFCDSSTTA	Conduct a standard product tasting
		FDFCDSWTB	Promote wine tourism information
FDFCDSEWB	Evaluate wines (standard)	FDFCDSSTTA	Conduct a standard product tasting
THHBF09B	Provide responsible service of alcohol	FDFCDSSTTA	Conduct a standard product tasting
FDFCDSWTB	Promote wine tourism information	FDFCDSWSTB	Conduct winery or site tours
FDFCELTRFB	Carry out transfer operations	FDFCELPPB	Operate the pressing process
		FDFCELCSB	Operate clarification by separation (centrifugation) process
		FDFCELHSB	Handle spirits
		FDFCELIONB	Operate the ion exchange process
		FDFCELRVFB	Operate the rotary vacuum filtration process
FDFCELGASB	Carry out inert gas handling operations	FDFCELCSB	Operate clarification by separation (centrifugation) process
		FDFCELRVFB	Operate the rotary vacuum filtration process
FDFZCSIP2A	Clean equipment in place	FDFCELHSB	Handle spirits
Prerequisite unit		for	
FDFLABLETB	Use basic laboratory equipment	FDFLABMAEA	Maintain aseptic environment
		FDFLABBATA	Perform basic analytical tests
		FDFLABLSSB	Prepare laboratory solutions and stains
		FDFLABBPOCA	Perform packaging quality control procedures
		FDFLABPSSB	Prepare product or show samples
FDFLABMAEA	Maintain aseptic environment	FDFLABBMTA	Perform basic microbiological tests
FDFWGGVEQB	Operate vineyard equipment	FDFWGGMHSB	Support mechanical harvesting operations
RTC2309A	Operate tractors	FDFWGGMHSB	Support mechanical harvesting operations
		FDFWGSSEB	Operate spreading and seeding equipment
FDFWGGHPVB	Hand prune vines	FDFWGGHPB	Coordinate hand pruning activities

STRUCTURED WORKPLACE LEARNING (SWL)

The VCAA has determined that SWL is an appropriate and valuable component of all VCE VET programs. SWL complements the training undertaken at the school/RTO. It provides the context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competence, as determined by the RTO
- increase of employment opportunities and marketability.

SWL is mandated in the VCE VET Food Processing (Wine) program in the form of the induction unit of competence, FDFWIUINDB *Perform effectively in the workplace*.

The VCAA advises that an additional period of SWL is required, given that a number of specialist/optional units of competence require delivery and assessment in the workplace to fully meet the criteria for assessment of competence.

This second component of SWL should be no less than 120 hours in duration.

It is recommended that SWL be spread across the entire program; however, seasonal variability and local industry needs will determine the scheduling of this component of the training program.

SWL is best undertaken in an actual work environment but a training centre in an institution may provide an appropriate simulated workplace.

The school/RTO should keep evidence of the student's SWL which may take place over weekends and during school holidays as well as during the school week.

FDFCORHS1A *Follow work procedures to maintain health and safety* must be undertaken prior to SWL.

OCCUPATIONAL HEALTH AND SAFETY

Schools/RTOs must ensure that occupational health and safety issues are fully addressed in the training program. To assist the principal in meeting the school's responsibilities for students in SWL, the unit of competence FDFCORHS1A *Follow work procedures to maintain health and safety* must be completed by students before their structured work placement commences.

Students must be informed of the significance of work related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing.

Schools must also be satisfied, through their review of the acknowledgement provided by employers in the SWL Arrangement Form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care toward students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task which presents potential risk. This means that no student may be exposed at any time to dangerous plant, equipment, substances, work environments or work practices*.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first aid, emergency and incident reporting arrangements. The student should be given an 'orientation tour' of the workplace, and any excluded areas or activities should be pointed out.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student's activities.

These websites may provide useful resources for schools/RTOs:

www.worksafe.vic.gov.au/dir090/vwa/home.nsf/pages/worksafe_home

* Employers should be provided with the Department of Education and Training *Structured Workplace Learning Guidelines for Employers*, which sets out their responsibilities and provides information to assist them with induction and supervision of students. This is available on the Sofweb website: www.sofweb.vic.edu.au/voced/index.htm

Recognition within the VCE

VCE VET UNIT ENTITLEMENT

The VCE VET Food Processing (Wine) program provides a Unit 3–4 sequence for satisfactory completion purposes.

Schools should note that credit in this program is based on accrual of hours. To achieve a Unit 3–4 sequence for satisfactory completion purposes, a student must complete 400 hours of training including the compulsory Core I and Core II units of competence.

Students undertaking Program 1, which is completion of the full certificate, are eligible for up to six VCE VET units on their Statement of Results: four units at Unit 1–2 and a Unit 3–4 sequence.

Students undertaking Program 2, which is partial completion of the certificate, are eligible for up to four VCE VET units on their Statement of Results: two units at Unit 1–2 and a Unit 3–4 sequence.

Students may accumulate VCE VET units over more than one year.

Duplication

VCE VET units may only make the maximum available contribution towards satisfactory completion of the VCE where no significant duplication exists between the VCE VET program and VCE studies or another VET certificate in a student's program. Where significant duplication does exist, students may enrol in the VCE VET program and the VCE studies or other VET certificate identified, but a reduced VCE VET unit entitlement will then apply.

No significant duplication has been identified between this VCE VET program and any other VCE study.

EQUIVALENT NATIONAL TERTIARY ENTRANCE RANK (ENTER)

The ENTER is calculated by the Victorian Tertiary Admissions Centre (VTAC), subject to satisfactory completion of the VCE and using the study scores students have received for a specified set of VCE studies.

The contribution of the VCE VET Food Processing (Wine) program to the ENTER is as follows:

- Any contribution to the ENTER is subject to satisfactory completion of the Unit 3–4 sequence.
- Students who successfully complete the Unit 3–4 sequence will receive one ENTER increment.

An increment is calculated as 10 per cent of the average of the scaled scores of the student's primary four VCE studies.

As a Study Score is not available for this program, the Unit 3–4 sequence cannot currently be included in the student's primary four studies for the ENTER calculation. VTAC has advised that when a Study Score becomes available, students who choose not to receive a Study Score will not be eligible for any ENTER increment.

For further information on the calculation of the ENTER, refer to the VTAC website:
www.vtac.edu.au

Recognition within the VCAL

The VCE VET Food Processing (Wine) program is available for students who are enrolled in the VCAL.

The contribution of the Certificate II in Food Processing (Wine) to a student's VCAL program is determined by the number of units of competence completed. Each 100 hours of training will contribute one unit towards satisfactory completion of a student's VCAL program. The Certificate II in Food Processing (Wine) will satisfy learning outcomes for the Industry Specific and Work Related Skills strands.

The Certificate II in Food Processing (Wine) may contribute to the VCAL at the Foundation, Intermediate or Senior levels.

Delivery and assessment

VCE VET programs function within the AQTF, so that students may be eligible for nationally recognised qualifications or gain credit toward those qualifications.

ROLE OF REGISTERED TRAINING ORGANISATIONS

Under the AQTF, all quality assurance requirements in relation to training delivery, assessment and certification are the responsibility of RTOs. RTOs are responsible for issuing qualifications and Statements of Attainment.

The AQTF has a number of requirements of RTOs including the following:

- documented systems for quality training and assessment
- conduct of an internal audit at least annually
- documented agreements with other organisations when they provide training or assessment in partnership
- written procedures for recruitment, induction and professional development of staff, as well as induction programs
- use of trainers and assessors with specified competencies
- explicit requirements for quality assurance in assessment.

The detailed Standards for RTOs under the AQTF are available from the following website: www.anta.gov.au/aqtfStandards.asp

In particular, Standard 7.4 addresses the issue of suitably competent staff to deliver training:

‘The RTO must ensure that training is delivered by a person who:

- i. has all the competencies in the Certificate IV from the Training Package for Assessment and Workplace Training (or has demonstrated the equivalent competencies) or who is under direct supervision* of a person with these competencies; and
- ii. is able to demonstrate vocational competence at least to the level of those being delivered.

**Direct supervision is achieved when a person delivering training on behalf of the RTO has regular guidance, support and direction from a person designated by the RTO who has the competencies in Standard 7.4 (i) and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all the training delivery.*

RTOs may be TAFE institutes, private providers, group training companies, industry organisations, schools and enterprises.

Assessment may be conducted only by or under the auspices of an RTO. Cooperative arrangements may be established between schools and RTOs for the delivery and assessment of components of a training program. A school not registered as an RTO but intending to deliver training must do so under the auspices of an RTO.

Schools need to be assured that training providers are registered before entering an arrangement. A list of RTOs is available from Department of Education and Training regional offices, Office of Training and Tertiary Education (OTTE) or the National Training and Information Service: www.ntis.gov.au

For further information refer to ‘Registration’, on page 24.

DELIVERY OPTIONS

Schools may consider two main options for the delivery of VCE VET programs.

Option 1: School and RTO partnerships

School and RTO partnerships may work in the following ways:

- shared delivery
- delivery on behalf of the school by the RTO
- delivery by the school of the whole program, under the auspices of the RTO.

Schools can negotiate with an RTO to deliver components of the program, where the school can demonstrate access to suitable staffing and resources. The RTO may also auspice the school to gather evidence for assessment or to conduct assessment of the components delivered by the school.

A school may arrange for an RTO to deliver and assess the entire program.

A school in partnership with an RTO is not required to register as a training organisation, because any delivery by the school will be auspiced by the RTO.

Schools are responsible for enrolling their students with the VCAA and for entering student results on the Victorian Assessment Software System (VASS) according to VCAA timelines.

Option 2: Schools as RTOs

Schools may apply to the OTTE through a Training Recognition Consultant to become an RTO for the provision of specified qualifications. A summary of registration requirements and contact details for registration are provided later in this booklet.

Schools that register to deliver training become responsible for all elements of delivery, assessment and quality assurance, as well as the awarding of Certificates and Statements of Attainment.

A school registered as an RTO is responsible for enrolling its students with the VCAA in the relevant certificate and units of competence and for entering results on VASS when units of competence have been achieved. The school is also responsible for provision of enrolment, results and other data within the training sector.

DELIVERY IN SCHOOLS

Two modes of delivery are possible in the school context:

1. The delivery may be conducted through separate, timetabled classes dedicated to VET training, where there are enough students enrolled in the specific VCE VET program.
2. The school may timetable the delivery of training within the time allocated to one or more VCE studies which provide an appropriate delivery setting for the VET training. Students need not necessarily be enrolled in the VCE studies. This is most suited to provision for a small group of students wishing to undertake a VET certificate. The school must ensure that the VET training requirements are met separately from the VCE outcomes. The assessment tasks and evidence of achievement of units of competence must be separately demonstrated and recorded.

This option may work in two ways:

- The VCE studies may offer an appropriate delivery setting for achievement of the units of competence. Some aspects of both the VCE and VET may be integrated, while others may have to be delivered through separate learning activities.
- Where there is a high degree of comparability between the VET certificate outcomes and the VCE unit outcomes, the delivery of the VET training may be integrated with the VCE study. Students must undertake separate assessments in order to meet the VET requirements and VCE outcomes. The gathering of evidence for the achievement of units of competence may occur within the school if the RTO partner is satisfied that the school has the necessary resources and expertise.

It is the responsibility of the RTO to ensure that all units of competence required for a particular VET qualification are achieved to the standard specified by the performance criteria, and are assessed according to the assessment guidelines specified in each unit of competence.

It is possible for providers to deliver the training programs in an appropriately simulated environment, as long as the contexts for assessment as described in the training package are complied with.

Note: When simulations are used for assessing competence, it is vital that they are set up to reflect real activities and conditions. Simulations must be devised, set up and operated with care, as simulations are a source of performance evidence of how the activity was carried out. The costs of setting up a valid simulation can be considerable and therefore simulations should not be considered as a cheap alternative.

Some elements of units of competence are best delivered and assessed in the workplace. This may be facilitated through structured workplace learning arrangements or projects.

The following table provides advice on the VCE studies that may provide an appropriate context for delivery of some components of the training. Information provided is based on current practice. All such arrangements are subject to agreement with the RTO responsible for issuing the certificate. Schools may negotiate with RTOs to deliver other components of the training within VCE resources, if training and quality assurance requirements can be met. The RTO remains responsible for assessment (refer to page 19 under Assessment).

	Unit of competence	Appropriate delivery context
FDFCORWCM1A	Communicate workplace information	Industry Enterprise Studies Units 1–4
FDFCORWCM2A	Present and apply workplace information	English Units 1–2 Foundation English Units 1–2
FDFCORBM2A	Use basic mathematical concepts	Foundation Mathematics Units 1–2 General Maths Units 1–2
THHBFB09B	Provide responsible service of alcohol	VCE VET Hospitality Units 1–2
FDFCORFSY1A	Follow work procedures to maintain food safety	
MEM18.1AB	Use hand tools	Systems and Technology Units 1–2
MEM18.2AA	Use power tools/hand held operations	Design and Technology Units 1–2
WRRCS3B	Interact with customers	VCE VET Retail Operations
WRRF1B	Balance register/terminal	
WRRLP2B	Minimise theft	
TDTK197B	Use infotechnology devices and computer applications in the workplace	Information Technology Units 1–2 VCE VET Information Technology – Certificate II
FDFWGGCBAB	Apply chemicals and biological agents	VCE VET Agriculture VCE VET Horticulture
FDFLABLETB	Use basic laboratory equipment	Chemistry Units 1–4
FDFLABBATA	Perform basic analytical tests	VCE VET Laboratory Skills
FDFLABLSSB	Prepare laboratory solutions and stains	Biology Units 1–4
PMLTEST300A	Perform basic tests	

DELIVERY IN THE WORKPLACE

Schools and RTOs may arrange for delivery of training and assessment to occur in the workplace.

If a school or RTO wishes particular components of the training to be delivered and outcomes assessed in the workplace, the following industry requirements apply:

- Delivery and assessment strategies and relevant responsibilities should be clearly communicated to all parties (school, RTO, employer and student) to ensure that all roles in the delivery and assessment process are understood.
- There is appropriate workplace supervision and training in relation to the specific units of competence delivered in the workplace.
- The person responsible for the structured workplace learning must have competence at the certificate level being delivered or higher.
- Assessment in the workplace requires a qualified Workplace Assessor with relevant industry experience, or the assessment may be conducted by a Workplace Assessor in cooperation with the workplace supervisor.

ASSESSMENT

Training packages have specific requirements regarding demonstration of competence and appropriate assessment of competence. These requirements are detailed in each unit of competence under the sub-headings Performance Criteria, Range of Variables and Evidence Guide. Teachers should give careful consideration to the details of these sections when planning programs.

Assessment of units of competence is the responsibility of the RTO. A school that is not an RTO may be auspiced by an RTO to conduct the assessments, either in an appropriate simulated environment or in conjunction with the supervisor in the workplace.

For further information, refer to AQTF Standard 7. A copy of the Standards can be downloaded from the AQTF website: www.anta.gov.au/aqtfStandards.asp

In particular, Standard 7.3 addresses the issue of suitably competent staff to conduct assessments:

‘The RTO must ensure that assessments are conducted by a person who has:

- i. the following competencies from the Training Package for Assessment and Workplace Training, or demonstrated equivalent competencies:
 - a. BSZ401A Plan Assessment
 - b. BSZ402A Conduct Assessment
 - c. BSZ403A Review Assessment; and
- ii. relevant vocational competencies, at least to the level being assessed.’

Resources

Program providers require access to the national FDF03 Food Processing Industry Training Package – Wine Sector.

All delivery resources and examples should be industry-focused and relevant to current industry practice.

Other resource requirements specific to each unit of competence are listed in the Evidence Guide of the unit of competence in the training package.

A variety of resource materials have been developed to assist in the delivery of the FDF03 Food Processing Industry Training Package – Wine Sector. The training package contains detailed information on mapping between the FDF20498 Certificate II in Food Processing (Wine) and the units of competence within the FDF03 Food Processing Industry Training Package – Wine Sector.

The following resources are available from Winetac (contact details and website are provided on page 25):

- A guide to training and assessment in the Australian grape and wine industry
- Learning guides and assessment instruments for all core, specialist and a number of optional units of competence within the Wine Sector Training Package (FDF03). Go to the support materials page of the website.

All units of competence can be located on the National Training Information Service (NTIS) website, including imported units of competence: www.ntis.gov.au

Administration

ENROLMENTS

It is the responsibility of the student's home school to administer the VCE VET program and all aspects of VCE VET enrolment and results on VASS. A student must be enrolled in all units of competence by the home school, regardless of where the training is delivered and competence assessed.

Schools must enrol students in the VCE VET program as follows:

1. Enrol all students undertaking the VCE VET Food Processing (Wine) program.
2. Enrol all students in the units of competence they are expecting to achieve in that year. If a student does not achieve a unit of competence and wishes to continue in a following year, the student must be re-enrolled in that year.
3. Ensure that students expecting to satisfactorily complete a Unit 3–4 sequence in that year have been enrolled in all the compulsory Core II units of competence and enough elective units of competence to satisfy the hours' duration that will provide a Unit 3–4 sequence.

Schools do not need to enrol students in VCE VET units. Enrolment or withdrawal of a student from a VCE VET unit occurs automatically via enrolment in or withdrawal from the units of competence.

RECORDING RESULTS

Achievement of units of competence

To achieve a unit of competence, a student must be assessed competent for all the elements of that unit. Schools are required to record the student's achievement of all units of competence on VASS.

Results must be entered on VASS in time to meet the VCAA deadlines. Refer to the current VCE and VCAL Administrative Handbook for the due date. It is the responsibility of the home school to ensure that all results from other providers are accurate and received in time to be entered on VASS.

Schools and RTOs must ensure that records are kept of individual student achievement for all units of competence in the program.

VCE VET unit completion

Enrolment in units of competence automatically leads to enrolment in VCE VET units. As units of competence are recorded as completed, completion of VCE VET units is automatic.

REPORTING

VCE VET units are reported on the VCE or VCAL Statement of Results. Students will also receive from the VCAA a separate VET Statement of Results listing all units of competence achieved.

The student receives 'S' for each unit of competence achieved. The VET Statement of Results includes only units of competence for which the student has been awarded an 'S'.

CERTIFICATION

Students who complete all the requirements of a qualification will be awarded a certificate by the RTO. Partial completion is recorded on a Statement of Attainment issued by the RTO.

Articulation and pathways

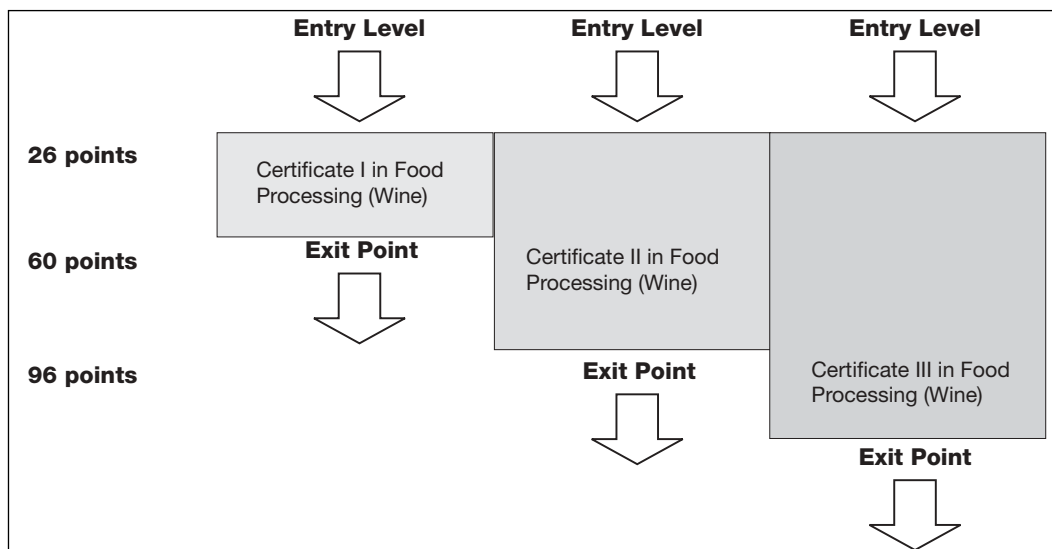
Full or partial completion of the VCE VET Food Processing (Wine) program will provide articulation into higher qualification levels of the Training Package.

The qualifications available within the Wine Sector Training Package are:

- Certificate I in Food Processing (Wine)
- Certificate II in Food Processing (Wine)
- Certificate III in Food Processing (Wine)

In addition to the above qualifications, Statements of Attainment may be issued by a Registered Training Organisation for achievement of a single unit of competence. These statements assist in the recognition of competence and can contribute to the achievement of a qualification in the future.

A person may enter directly into a Certificate I, II or III in Food Processing (Wine) as demonstrated in the following diagram. Credit for units completed in a lower level qualification can be transferred and be counted towards a higher level qualification.



The FDF03 Food Processing Training Package incorporates a wide variety of pathways in the food processing industry including the following sectors:

- Aerated waters
- Biscuits
- Cakes
- Confectionery
- Dairy processing
- Edible oils and fats
- Egg processing
- Flour milling
- Fruit and vegetable
- General foods
- Honey
- Pastry
- Pet food
- Pharmaceutical manufacturing
- Plant baking
- Poultry
- Retail baking
- Stockfeed milling
- Tea and coffee

Registration

Under the AQTF, only RTOs may issue VET qualifications.

In order to comply with these arrangements, a school involved with VCE VET programs has two options: to form a partnership with an RTO, or to register through OTTE as an RTO in its own right.

Registration of training organisations in Victoria is the responsibility of the VQA. RTOs are subject to guidelines and procedures promulgated by the VQA, which are administered by OTTE.

If a school elects to become an RTO, OTTE registration requirements must be met. There are two elements to the registration requirements:

- qualification-specific information (teacher qualifications, facilities, equipment)
- infrastructure (including reporting and recording systems, codes of practice, grievance procedures, policies for Recognition of Current Competence/Prior Learning).

The application form for RTO registration and conditions of registration are available from:

VET Provider Registration Branch

Office of Training and Tertiary Education

Tel: (03) 9637 2762

Fax: (03) 9637 2520

Website: www.otte.vic.gov.au

Useful contacts and information sources

NATIONALLY ENDORSED TRAINING PACKAGE

Schools intending to offer the VCE VET Food Processing (Wine) program are required to use the nationally endorsed FDF03 Food Processing Industry Training Package – Wine Sector.

The Training Package provides the details on each unit of competence, packaging rules and assessment requirements. Schools may obtain the Training Package and training and assessment support materials at the following addresses:

Wine Industry National Education & Training Advisory Council (Winetac)

1st Floor
206 Greenhill Road
EASTWOOD, SOUTH AUSTRALIA 5063
Tel: (08) 8373 7090
Fax: (08) 8373 7091
Email: info@Winetac.com.au
Website: www.Winetac.com.au

Australian Training Products

Level 25
150 Lonsdale Street
MELBOURNE VIC 3000
Tel: (03) 9655 0600
Fax: (03) 9639 4684
Email: sales@atpl.net.au
Website: www.atpl.net.au

Victorian Purchasing Guide in Food Processing Industry Training Package – Wine Sector

The Curriculum Maintenance Manager is responsible for the Victorian Purchasing Guide in Food Processing Industry Training Package – Wine Sector:

Curriculum Maintenance Manager – General Manufacturing

Mr Trevor Lange

Chisholm Institute of TAFE, Frankston Campus

Fletcher Road, Frankston VIC 3199

Tel: (03) 9238 8448

Email: t.lange@chisholm.vic.edu.au

The full text of the Victorian Purchasing Guide can be accessed through the Office of Training and Tertiary Education website:

www.otte.vic.gov.au.

The guide is also available on the Training Support Network website:

<http://trainingsupport.otte.vic.gov.au/default.cfm>

Other sources of implementation advice

The following is a list of contacts for additional information and advice.

Victorian Food Industry Training Board Inc.

Tel: (03) 9428 7744
Fax: (03) 9428 9931
Email: vfitb@vicnet.net.au
Website: www.foodindustrytraining.com.au

VCE VET program structure

Victorian Curriculum and Assessment Authority

Vocational Education – Curriculum Branch

Tel: (03) 9651 4458
Fax: (03) 9651 4324
Email: vet.vcaa@edumail.vic.gov.au
Website: www.vcaa.vic.edu.au/vet

Student enrolment

Victorian Curriculum and Assessment Authority

VASS Unit

Hotline (metro): (03) 9651 4482
Hotline (country): 1800 827 721
Fax: (03) 9651 4324
Email: vass.support@edumail.vic.gov.au

VCE and VCAL certification/eligibility

Victorian Curriculum and Assessment Authority

Student Records and Results Unit

Hotline (metro): (03) 9651 4402
Hotline (country): 1800 653 045
Fax: (03) 9651 4324

VET certification/eligibility

The RTO is responsible for certification.

Program support

Department of Education and Training

Post Compulsory Pathways Branch

Office of Learning and Teaching

Tel: (03) 9637 2314
Fax: (03) 9637 2160
Website: www.sofweb.vic.edu.au

Registration

Office of Training and Tertiary Education

Higher Education and Regulation Division

Tel: (03) 9637 2762

Fax: (03) 9637 2520

Website: www.otte.vic.gov.au

Tertiary entrance requirements

Victorian Tertiary Admissions Centre

Tel: 1300 364 133

Website: www.vtac.edu.au

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY PUBLICATIONS

The *VCAA Bulletin* (published monthly excluding January) provides administrative information and documents developments in VCE VET programs. Schools should ensure relevant information is circulated to appropriate staff and distributed to RTO partners.

VCE and VCAL Administrative Handbook (for the current year)

Also refer to VASS Help Screens for advice.

Glossary

Auspice

A process whereby an RTO authorises delivery and/or assessment to be carried out by industry, individual enterprises or schools.

Australian Quality Training Framework (AQTF)

A set of nationally agreed standards ensuring the quality of vocational education and training services throughout Australia. Includes processes for registering training organisations as a quality assurance mechanism for the training system. The AQTF is the name given to the revised Australian Recognition Framework.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework is set of descriptors that determine the level of the qualification. The level depends on the depth and complexity of the work and the degree of autonomy involved.

Competency standards

Competency standards are statements that define the skills and knowledge needed for effective work performance at the standard required in the workplace. These standards have been agreed nationally by industry advisory bodies across Australia and are part of the national training packages endorsed by ANTA. The standards define the required training outcomes and outline what must be demonstrated before a candidate may be assessed competent.

Curriculum Maintenance Managers (CMMs)

The role of the CMM is to maintain the stock of Victorian Crown copyright curriculum and to provide advice on training packages. The CMM's function is carried out by staff located within TAFE institutes in Victoria. They are recognised as officers of OTTE.

Industry Skills Councils (formerly Industry Training Advisory Bodies – ITABs)

Industry Skills Councils support the development and implementation of training products, including training packages and provide the VET sector with information on current and future skill needs and training requirements.

National Training Framework

This is the system of vocational education and training that applies nationally. It is comprised of the Australian Quality Training Framework and nationally endorsed training packages.

Office of Training and Tertiary Education (OTTE)

OTTE is responsible for the planning, regulation and delivery of a range of education and training programs and services in Victoria.

Registered Training Organisation (RTO)

A nationally recognised provider of training registered with the relevant State/Territory Training Authority (in Victoria through the VQA).

Training package

A set of documents that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies, and professional development materials may support these as non-endorsed components.

Unit of competence

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required in industry. Units of competence are divided into elements, each with performance criteria and a guide to the evidence on which assessment of competence should be based.

Victorian Assessment Software System (VASS)

An Internet-based system used by schools to enter VCE and VCAL enrolments and results directly onto the VCAA central database.

VCE unit

A unit of study within the VCE, normally undertaken over one school semester and contributing towards the satisfactory completion of the VCE.

VCE VET unit

A group of VET units of competence or curriculum based modules deemed to be equivalent to one VCE unit.

Vocational Education and Training (VET)

A generic term, applying both to the training sector generally and to a variety of forms of post-compulsory education and training, which focuses on the development of work-related competencies that provide pathways into employment and further training.

VET in the VCE

A set of vocational certificates approved by the VCAA as appropriate for delivery within a school's VCE program. This is part of the Victorian implementation of a national initiative, VET in Schools, supporting the provision of vocational education programs for secondary school students.

Victorian Qualifications Authority (VQA)

The Victorian Qualifications Authority is responsible for all qualifications issued in Victoria, the registration of training providers and accreditation of all post-compulsory courses except higher education courses.

Appendix 1: Example programs

EXAMPLE 1

Occupation	Bottling and Packaging Operator			
Qualification title	Certificate II in Food Processing (Wine)			
Qualification code	FDF20403			
Description	Suitable competency profile for an operator working in a bottling and packaging facility undertaking various operations.			
Unit code	Unit title	Pool	Points	Hours
Core - compulsory				
FDFCORFSY1A	Follow work procedures to maintain food safety			20
FDFCORHS1A	Follow work procedures to maintain health and safety	1	12	40
FDFCORQAS1A	Follow work procedures to maintain quality			20
FDFCORWCM1A	Communicate workplace information			20
FDFCORBM2A	Use basic mathematical concepts			20
FDFCORFSY2A	Implement the food safety program and procedures			30
FDFCORHS2A	Implement the occupational health and safety systems and procedures	2	12	40
FDFCORQAS2A	Implement quality systems and procedures			30
FDFCORWCM2A	Present and apply workplace information			30
Induction				
FDFWIUINDB	Perform effectively in the workplace (induction)	1	4	40
Specialist				
FDFBPMANA	Operate manual bottling and packaging processes	1	2	20
FDFBPPALA	Operate the palletising process	1	2	20
FDFBPCEPA	Operate the carton erection process	1 or 2	2	20
FDFBPCPPA	Operate the carton packing process	1 or 2	2	20
Specialist/Optional				
FDFBPBCAA	Operate the bottle capsuling process	1 or 2	2	20
FDFBPBSEA	Operate the bottle sealing process	2	4	40
FDFZCSCS2A	Clean and sanitise equipment	1	2	30
FDFBPBSUA	Operate the bottle supply process	1 or 2	2	20
FDFBPECOA	Operate the electronic coding process	2	2	20
FDFBPSPGA	Operate traditional sparkling wine processes	2	4	40
FDFBPTIRA	Operate the triage and transfer process	2	4	40
FDFZCSCIP2A	Clean equipment in place	2	2	30
MEM18.1AB	Use hand tools	1 or 2	2	20
TOTALS:			60	630

EXAMPLE 2

Occupation	Cellar Operator			
Qualification title	Certificate II in Food Processing (Wine)			
Qualification code	FDF20403			
Description	Suitable competency profile for an operator working in cellar operations.			
Unit code	Unit title	Pool	Points	Hours
Core - compulsory				
FDFCORFSY1A	Follow work procedures to maintain food safety			20
FDFCORHS1A	Follow work procedures to maintain health and safety	1	12	40
FDFCORQAS1A	Follow work procedures to maintain quality			20
FDFCORWCM1A	Communicate workplace information			20
FDFCORBM2A	Use basic mathematical concepts			20
FDFCORFSY2A	Implement the food safety program and procedures			30
FDFCORHS2A	Implement the occupational health and safety systems and procedures	2	12	40
FDFCORQAS2A	Implement quality systems and procedures			30
FDFCORWCM2A	Present and apply workplace information			30
Induction				
FDFWIUINDB	Perform effectively in the workplace (induction)	1	4	40
Specialist				
FDFCELGASB	Carry out inert gas handling operations	1 or 2	2	20
FDFCELTRFB	Carry out transfer operations	1 or 2	2	20
FDFCELAFB	Prepare and make additions and finings	1 or 2	4	40
Specialist/Optional				
FDFCELCRPB	Operate the crushing process	2	2	20
FDFCELOAKB	Perform oak handling activities	1 or 2	2	20
FDFCELMDA	Perform must draining operations	2	2	20
FDFCELFERA	Perform fermentation operations	2	2	20
FDFCELCULA	Propagate and maintain wine cultures	2 or 3	4	40
FDFCELPPB	Operate the pressing process	2	4	40
FDFCELCSB	Operate clarification by separation (centrifugation process)	2 or 3	4	40
FDFCELFFPB	Operate the fine filtration process	2 or 3	4	40
TOTALS:			60	610

EXAMPLE 3

Occupation	Vineyard Assistant			
Qualification title	Certificate II in Food Processing (Wine)			
Qualification code	FDF20403			
Description	Suitable competency profile for a person undertaking a range of tasks in a vineyard			
Unit code	Unit title	Pool	Points	Hours
Core - compulsory				
FDFCORFSY1A	Follow work procedures to maintain food safety			20
FDFCORHS1A	Follow work procedures to maintain health and safety	1	12	40
FDFCORQAS1A	Follow work procedures to maintain quality			20
FDFCORWCM1A	Communicate workplace information			20
FDFCORBM2A	Use basic mathematical concepts			20
FDFCORFSY2A	Implement the food safety program and procedures			30
FDFCORHS2A	Implement the occupational health and safety systems and procedures	2	12	40
FDFCORQAS2A	Implement quality systems and procedures			30
FDFCORWCM2A	Present and apply workplace information			30
Induction				
FDFWIUINDB	Perform effectively in the workplace (induction)	1	4	40
Specialist				
FDFWGGPGHB	Pick grapes by hand	1	2	20
FDFWGGVCB	Take vine cuttings	1	2	20
FDFWGGHPVB	Hand prune vines	1 or 2	4	40
FDFWGGTVB	Train vines	1 or 2	2	20
FDFWGGISMB	Operate irrigation systems maintenance activities	1 or 2	2	20
FDFWGGISB	Operate the irrigation system	2	4	40
FDFWGGMHSB	Support mechanical harvesting operations	2	2	20
FDFWGGVEQB	Operate vineyard equipment	2	4	40
FDFWGGISIB	Implement an irrigation system	3	4	40
RTC2309A	Operate tractors	2	4	30
Specialist/Optional				
MEM18.1AB	Use hand tools	1 or 2	2	20
TOTALS:			60	600