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FOOD PROCESSING & PACKAGING TECHNICIAN



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COMPETENCY STANDARDS

National Vocational Certificate Level 1-4

Version 1 - November, 2019



Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

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Layout & design

SAP Communications

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

Document Version

November, 2019
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Contents

| | |
|-----------------------------------------------------------------------------------------------------------|----|
| INTRODUCTION | 6 |
| Purpose of the training program | 6 |
| DATE OF VALIDATION | 7 |
| DATE OF REVIEW | 7 |
| CODE OF QUALIFICATION | 7 |
| QUALIFICATIONS DEVELOPMENT COMMITTEE | 7 |
| QUALIFICATIONS VALIDATION COMMITTEE | 8 |
| ENTRY REQUIREMENTS | 9 |
| REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS OF | 10 |
| SUMMARY OF COMPETENCY STANDARDS | 10 |
| 102200843 Comply Work Health and Safety Policies | 12 |
| 041700838 Obey the Workplace Policies and Procedures | 14 |
| 001100850 Follow Basic Communication Skills (General) | 16 |
| 061100855 Operate Computer Functions(General) | 19 |
| 072100979 Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging | 21 |
| 102200844 Comply with Perform Personal Health and Safety Guidelines | 25 |
| 041700839 Communicate the Workplace Policy and Procedure | 27 |
| 001100851 Perform Basic Communication (Specific) | 28 |
| 061100856 Perform Basic Computer Application (Specific) | 30 |
| 072100980 Maintain Tools and Equipment | 32 |
| 072100981 Receive Raw Materials as Per Manufacturing Order | 34 |
| CU4. Maintain record of all received/labeled materials as per SOPs | 35 |
| CU5. Store the ingredients according to standard procedure | 35 |
| CU6. Handle the raw materials in an appropriate manner | 35 |
| CU7. Provide raw materials to processing unit as per requirements of manufacturing order | |
| 35 | |
| 072100982 Perform Food Cleaning and Sanitation | 37 |
| Competency Units | 37 |
| Performance Criteria | 37 |
| 102200846 Apply Work Health and Safety Practices (WHS) | 40 |
| 041700840 Identify and Implement Workplace Policy and Procedures | 42 |
| 001100852 Communicate at Workplace | 44 |
| 061100858 Perform Computer Application Skills | 46 |
| 041300867 Manage Personal Finances | 49 |
| 072100985 Perform Food Processing | 51 |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Competency Units | 51 |
| Performance Criteria | 51 |
| 072100983 Perform Packaging as per Manufacturing Order | 55 |
| Competency Units | 55 |
| Performance Criteria | 55 |
| 072100984 Ensure hazards Analysis Critical Control Points (HACCP) & Food Safety Management System | 59 |
| Competency Units | 59 |
| Performance Criteria | 59 |
| 102200848 Contribute to Work Related Health and Safety (WHS) Initiatives | 61 |
| 041700841 Comply with Workplace Policy and Procedures | 63 |
| 001100853 Perform Advanced Communication | 65 |
| 061100858 Develop Advance Computer Application Skills | 67 |
| 041300869 Manage Human Resource Services | 70 |
| 041300860 Develop Entrepreneurial Skills | 73 |
| 072100986 Monitor and Control Plant Operations | 75 |
| Competency Units | 75 |
| Performance Criteria | 75 |
| 072100987 Complete Production Documentation..... | 77 |
| Competency Units | 77 |
| Performance Criteria | 77 |
| 072100988 Perform Quality Assurance Measure for Food Products (microbiological, physical and chemical Measurements and Sensory Evaluation) | 79 |
| Competency Units | 79 |
| Performance Criteria | 79 |

INTRODUCTION

The National Skills Strategy (NSS) aims at achieving a paradigm shift from time-bound and supply led to competency-based and demand driven training in Pakistan. Competency-based training approach focuses on the demonstration of actual skills required in the workplace/industry. To achieve this strategy, NAVTTC in collaboration with GIZ is involved in the development process of Competency Based Training (CBT) program to ensure competent skilled labour in demand driven vocational trades.

Competency standards, which are benchmarks for the performance, cover the commercial aspects of a food processing and packaging technician's job. Required skills, underpinning knowledge and attitudes expected of a food processing and packaging technician have been incorporated in these competency standards, while setting standards for the performance of a food processing and packaging technician. The NAVTTC endorsed National Competency Standards (NSCs) for food processing and packaging Technician will provide the basis for further development of curricula, assessment materials and instructional materials that will support implementation of competency-based training and assessment at public and private institutional levels across the country. The packaging of the competency standards is as under:

Purpose of the training program

In this training program trainee will learn and acquire specialized knowledge and particle skills required to function as a Food Processing and Packaging Technician in food industry. Technician will be responsible to follow the process and procedures involved in the food processing, preservation, control food hazards, ensure safety and hygiene as well as safe food packaging of finished products as per industry SOPs. Food processing Technicians are involved to maintain personal safety, maintenance of equipment and also ensure quality work. The specific objectives of this training course are as under:

- Improve the overall quality of training delivery and setting national benchmarks for training of pharmaceutical technicians in the country
- Provide flexible pathways and progressions to learners enabling them to receive relevant, up-to-date and recent skills
- Provide basis for competency-based assessment which is recognized and accepted by employers

- Establish a standardized and sustainable system of training for food processing and packaging technicians (skilled labor) at regional/national/international levels

DATE OF VALIDATION

These national qualifications have been validated by the Qualifications Validation Committee (QVC) on 23-24 May, 2019 in Lahore and will remain currency until May, 2021.

DATE OF REVIEW

These national qualifications may be reviewed in June, 2021.

CODE OF QUALIFICATION

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling, and analyzing cross-nationally comparable statistics on education and training, ISCED codes for these qualifications as assigned as follow:

| QUALIFICATION TITLE | CODE |
|-------------------------------------------------------------------------------------------------|------------|
| National Vocational Certificate Level – 1 Helper in Food Processing and Packaging | 0721 FP 04 |
| National Vocational Certificate Level – 2 Assistant Technician in Food Processing and Packaging | 0721 FP 05 |
| National Vocational Certificate Level – 3 Technician in Food Processing and Packaging | 0721 FP 06 |
| National Vocational Certificate Level – 4 Supervisor in Food Processing and Packaging | 0721 FP 07 |

QUALIFICATIONS DEVELOPMENT COMMITTEE

The Qualifications Development Committee consisted of following members:

| Sr. No | Name | Organization |
|--------|--------------------|----------------------------------------------------|
| 1. | Mr. Nauman Mahmood | Business Development Manager, Kerry Group, Lahore |
| 2. | Dr. Farhan Aslam | Director Operations, Punjab Food Authority, Lahore |
| 3. | Mr. Faizan ul Haq | Consultant and Auditor, Ahsan & Co., Jhang. |

| | | |
|-----|----------------------------|--------------------------------------------------------------|
| 4. | Mr. Qasim Ali | Senior Quality Executive, Hana Food Industries, Jhang |
| 5. | Mr. Ahmad Malik | Technical Executive, Engro Foods, Sahiwal |
| 6. | Mr. Kanwar Hannan | Food Consultant, Private Consultancy, Lahore |
| 7. | Mr. Ahmad Raza | Jr. Instructor, GCT, Sahiwal |
| 8. | Ms. Samina Kulsoom Jaffery | Associate Professor / HOD Food Technology STEVTA, Karachi |
| 9. | Dr. Muhammad Ajmal | HOD Food Technology, GCT, Sahiwal |
| 10. | Mr. Muhammad Umar Farooq | Instructor, GTTI, Lahore |
| 11. | Mr. Munir Ahmad | Instructor, GCT, Faisalabad |
| 12. | Mr. Nadeem Ahmad | Instuctor, VTI, Dhobi Ghat, Faisalabad |
| 13. | Ms. Sidra Nazim | Observer, Lahore |
| 14. | Ms. Munazza Tanveer | Observer, Lahore |
| 15. | Mr. Azhar Iqbal Shad | Observer, Lahore |
| 16. | Mr. Ayoub Elahi | Observer, Lahore |
| 17. | Mr. Muhammad Nasir Khan | DACUM Expert / Facilitator, Islamabad |
| 18. | Ms. Naima Irshad | Quality Assurance Expert, Lahore |
| 19. | Mr. Atif Anis | Provincial Coordinator, GFA, Lahore |
| 20. | Mr. Saad Saeed | Provincial Coordinator, GFA, Lahore |

QUALIFICATIONS VALIDATION COMMITTEE

The Qualifications Validation Committee consisted of following members:

| Sr. No | Name | Organization |
|--------|--------------------|----------------------------------------------------|
| 1. | Dr. Muhammad Ajmal | HOD Food Technology, GCT, Sahiwal |
| 2. | Mr. Abdul Rehman | Quality Assurance Specialist, Nestle Pakistan Ltd. |

| | | |
|-----|--------------------------|--------------------------------------------------------------|
| 3. | Mr. Faizan ul Haq | Consultant and Auditor, Ahsan & Co., Jhang. |
| 4. | Mr. Qasim Ali | Senior Quality Executive, Hana Food Industries, Jhang |
| 5. | Mr. Ahmad Malik | Technical Executive, Engro Foods, Sahiwal |
| 6. | Mr. Syed Zeeshan | Director Nurture International, Karachi |
| 7. | Mr. Ahmad Raza | Jr. Instructor, GCT, Sahiwal |
| 8. | Mr. Mujtaba Saqib | Plant Engineer, Nestle, Lahore |
| 9. | Mr. Syed Zafran Ali Shah | Plant Engineer, Nestle, Lahore |
| 10. | Mr. Saleem Ilyas | Jr. Instructor, GCT, Faisalabad. |
| 11. | Mr. Umar Farooq | Lecturer, GTTI, Lahore |
| 12. | Ms. Samina Kulsoom | Associate Professor / HOD Food Technology STEVTA, Karachi |
| 13. | Mr. Nauman Mehmood | Business Development Manager, Kerry Group, Lahore. |
| 14. | Mr. Ubaid Saleem | Team Leader (Maintenance) Engro Foods, Sahiwal. |
| 15. | Mr. Muhammad Nasir Khan | EX- Deputy Director, SS&C Wing, NAVTTC (DACUM Facilitator) |
| 16. | Mr. Saad Saeed | Provincial Coordinator, GFA, Lahore |

ENTRY REQUIREMENTS

| Title | Entry Requirements |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Vocational Certificate Level – 1 Helper in Food Processing and Packaging | Entry for assessment for this qualification is open. However, entry level for this qualification is open |
| National Vocational Certificate Level – 2 Assistant Technician in Food Processing and Packaging | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is a person having National Vocational Certificate level- 1, in “Food Processing and Packaging” or Middle |

| | |
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| National Vocational Certificate Level – 3 Technician in Food Processing and Packaging | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in “ Food Processing and Packaging” or Middle with Hands on Experience |
| National Vocational Certificate Level – 4 Supervisor in Food Processing and Packaging | Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in “ Food Processing and Packaging” or Middle with one year of work experience |

REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS OF

Not Applicable.

SUMMARY OF COMPETENCY STANDARDS

| CODE | COMPETENCY STANDARDS | LEVEL | CREDIT HOURS | CATEGORY |
|------------------|-------------------------------------------------------------------------------------------|--------------|---------------------|-----------------|
| 102200843 | Comply with Work Health and Safety Policies | 1 | 3 | Generic |
| 041700838 | Obeys the Workplace Policies and Procedures | 1 | 2 | Generic |
| 001100850 | Follow Basic Communication Skills (General) | 1 | 5 | Generic |
| 061100855 | Operate Computer Functions(General) | 1 | 5 | Generic |
| 072100979 | Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging | 1 | 15 | Functional |
| 102200844 | Comply Personal Health and Safety Guidelines | 2 | 3 | Generic |
| 041700839 | Communicate the Workplace Policy and Procedure | 2 | 2 | Generic |
| 001100851 | Perform Basic Communication (Specific) | 2 | 3 | Generic |
| 061100856 | Perform Basic Computer Application (Specific) | 2 | 4 | Generic |
| 072100980 | Maintain Tools and Equipment | 2 | 15 | Technical |
| 072100981 | Receive Raw Materials as per Manufacturing order | 2 | 10 | Technical |
| 072100982 | Perform food Cleaning and Sanitation | 2 | 15 | Technical |
| 102200846 | Apply Work Health and Safety | 3 | 3 | Generic |

| | | | | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---|----|------------|
| | Practices (WHS) | | | |
| 041700840 | Identify and Implement Workplace Policy and Procedures | 3 | 2 | Generic |
| 001100852 | Communicate at Workplace | 3 | 3 | Generic |
| 061100858 | Perform Computer Application Skills | 3 | 4 | Generic |
| 041300867 | Manage Personal Finances | 3 | 3 | Generic |
| 07210083 | Perform Packaging as per Manufacturing Order | 3 | 40 | Technical |
| 072100984 | Ensure Hazard Analysis Critical Control Points (HACCP) & Food Safety Management Systems | 3 | 15 | Functional |
| 072100985 | Perform Food processing | 3 | 80 | Technical |
| 102200848 | Contribute to Work Related Health and Safety (WHS) Initiatives | 4 | 3 | Generic |
| 041700841 | Analysis Workplace Policy and Procedures | 4 | 3 | Generic |
| 001100853 | Perform Advanced Communication | 4 | 3 | Generic |
| 061100858 | Develop Advance Computer Application Skills | 4 | 4 | Generic |
| 041300869 | Manage Human Resource Services | 4 | 2 | Generic |
| 041300860 | Develop Entrepreneurial Skills | | 3 | |
| 072100986 | Monitor and Control Plant Operations | 4 | 30 | Technical |
| 072100987 | Complete Production Documentation | 4 | 20 | Technical |
| 072100988 | Perform Quality Assurance Measure for Food Products (microbiological, physical and chemical Measurements and Sensory Evaluation) | 4 | 40 | Functional |

102200843 Comply Work Health and Safety Policies

Overview: This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Work safely at work place</p> | <p>P1. Identify relevant organizational safety policies and procedures</p> <p>P2. Categorize tools and equipment as per requirements</p> <p>P3. Maintain tools and equipment</p> <p>P4. Follow established safety procedures during work activities</p> <p>P5. Identify existing or potential safety issues to designated persons</p> <p>P6. Report work-related incidents and accidents to supervisor</p> <p>P7. Take necessary measures to minimizing risks</p> |
| <p>CU2. Communicate work health and safety (WHS) assess at work place</p> | <p>P1. Raise work health and safety issues with supervisor.</p> <p>P2. Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace</p> <p>P3. Make suggestions for improving work health and safety practices</p> |
| <p>CU3. Minimize risks to personal safety at work place</p> | <p>P1. Identify situations that may endanger the personal safety</p> <p>P2. Document the incident regarding personal safety at work place</p> <p>P3. Eliminate workplace hazards regarding personal safety</p> <p>P4. Identify damaged items and equipment for personal safety</p> <p>P5. Notify supervisor regarding damaged items and equipment for personal safety</p> |
| <p>CU4. Minimize risks to public safety</p> | <p>P1. Identify situations that may endanger the public safety</p> <p>P2. Document the incident at work sites</p> <p>P3. Eliminate workplace hazards at work sites</p> <p>P4. Identify damaged items and equipment related to public safety</p> |

| | |
|--|------------------------------------------------------------------------------|
| | P5. Notify Situation that may endanger situation for safety measures. |
|--|------------------------------------------------------------------------------|

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Identify the commonly used tools and equipment used at workplace.
- K2:** Rights and responsibilities of employers and employees
- K3:** Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- K4:** State potential hazards in the workplace
- K5:** State commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Identify health and safety policies to maintain and avoid any unwanted incident.

041700838 Obey the Workplace Policies and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Obey the workplace personal appearance and hygiene | <p>P1. Wear suitable clothes for the workplace and respect local and cultural contexts</p> <p>P2. Meet specific company dress code requirements</p> |
| CU2. Follow work ethics | <p>P1. Follow company value/ ethics code/ conduct policies and guidelines</p> <p>P2. Use company resources in accordance with company ethical standards</p> <p>P3. Conduct personal behavior and relationships in accord with company policy & procedures</p> <p>P4. Demonstrate ethical behavior with co-workers</p> <p>P5. Report work incident situations or resolve accordingly</p> |
| CU3. Demonstrate the Work place behaviors | <p>P1. Practice the positive behavior</p> <p>P2. Avoid arguing</p> <p>P3. Adopt flexibility in behavior to accept the resistance</p> |
| CU4. Communicate workplace policy & procedures | <p>P1. Listen directions carefully</p> <p>P2. Ask relevant questions politely</p> <p>P3. Avoid to use abusive language/ expression</p> <p>P4. Respect co-workers and others</p> |
| CU5. Review the implementation of workplace policy & procedures | <p>P1. Ensure proper implementation of policies</p> <p>P2. Enlist the gaps for improvement</p> <p>P3. Follow the feedback, if any</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Rules, regulations and SOPs applicable to the organization

K2: Turnaround time to achieve target/goal.

K3: Operational hierarchal levels in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broader policies for ensuring work place SOP's

001100850 Follow Basic Communication Skills (General)

Overview: After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity through basic communication skills

| Competency Units | Performance Criteria |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Adopt Effective listening to Skills | <p>P1. Listen attentively to others to improve communication skills</p> <p>P2. Avoid interrupting while listening others</p> <p>P3. Ask questions to ensure understanding</p> <p>P4. Receive and follow instructions as given by supervisor</p> <p>P5. Give the speaker regular feedback to communicate appropriately</p> |
| CU2. Develop Non verbal communication with peers | <p>P1. Maintain eye contact to improve communication</p> <p>P2. Use facial expressions and gestures</p> <p>P3. Use Body language to communicate appropriately</p> <p>P4. Participate within Peers</p> |
| CU3. Prepare for Interview to get a job | <p>P1. Prepare yourself for interview to employer</p> <p>P2. Follow schedule according to the sequence of interview</p> <p>P3. Use communication techniques used while appearing in interview</p> <p>P4. Provide basic evidence of related skill</p> <p>P5. Respond appropriately to strong client emotional reactions</p> |
| CU4. Use communication platform at workplace | <p>P1. Convey message using different communication plate forms</p> <ul style="list-style-type: none"> • Face to face • Video chat • Phone calls/messages • Social Media |
| CU5. Identify communication barriers to improve interpersonal skills | <p>P1. Identify communication barriers to improve communication skills with each other .i.e.</p> <ul style="list-style-type: none"> • Attitudinal barrier • Physical Barrier • Long differences • Conflicting information • Differing status, position /self-expression |

| | |
|--|--------------------------------------------------------------------------------------------|
| | P2. Use strategies to overcome these barriers in the client-counsellor relationship |
|--|--------------------------------------------------------------------------------------------|

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Minimizing communication barriers
- K2:** Listening, and responding with an open mind in a more effective way.
- K3:** appropriate communication methods.
- K4:** verbal and non-verbal messages appropriately.
- K5:** Confidence building
- K6:** Body language
- K7:** Appropriate Voice tone
- K8:** Interpersonal skills
- K9:** listening Skills

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Find a job through social media resources
 1. Prepare yourself to appear in interview by following points:
 - Effective listening skills
 - Body language
- Work in groups of 3-5 members.
 1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.
 2. Think about the problems or barriers that interfered with the communication.
 - List the reasons for failure identified by your group.

- Non-verbal communication
- Have activity cards:
Non-verbal communication

Have activity cards:

- Worried
- Happy
- Worried
- Disappointed
- Happy
- Laughing
- Disappointed
- Annoying
- Laughing
- Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.

061100855 Operate Computer Functions(General)

Overview: The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

| Competency Units | Performance Criteria |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Set up the computer for use | P1. Identify physical components of computer P2. Identify peripheral devices of the computer P3. Connect all components of computer P4. Follow procedures to turn on the computer system |
| CU2. Organize files in folder | P1. Create folders/subfolders with suitable names P2. Save files in relevant folders. P3. Rename and move folders in different drives. P4. Move folders and files using drag and drop techniques P5. Save folders and files on different media P6. Search for folders/subfolders and files using appropriate tool bars P7. Delete Folder files P8. Restore deleted folder files |
| CU3. Shut down computer system | P1. Save any work to be retained P2. Close open application programs correctly P3. Shut down computer P4. Switch off any unused peripheral devices P5. Ensure computer safety |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic parts of a computer
- K2:** Definition of computer
- K3:** Definition of Drives
- K4:** enlist computer component

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

072100979 Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging

Overview: This Competency Standard identifies the competencies for GMP guidelines commonly used to implement, manage and improve quality standard programs in food processing. The trainees will understand GMP systems in different food operations, including procedures and documentation for product safety, hygienic product manufacture and handling, packaging and labelling within specifications, as well as proper documentation and record keeping. It will further cover GMP guidelines for premises and equipment and preventive and corrective actions for customer’s complaints and product recall.

| Competency Units | Performance Criteria |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Apply basic GMP requirements in regard to layout of premises, workspace</p> | <p>P1. Permit adequate cleaning and/or disinfection</p> <p>P2. Protect against the accumulation of dirt, toxic materials, food debris and the formation of condensation</p> <p>P3. Aware of layout and construction of the food premises as per Food hygiene legislation</p> <p>P4. Maintain sufficient space for food production and storage of equipment</p> <p>P5. Adequate mechanical ventilation to effectively remove fumes, smoke, steams, and vapors from food premises</p> <p>P6. Follow safety rules and regulations for the food processing industry</p> |
| <p>CU2. Apply Basic GMP requirements in regard to personal hygiene</p> | <p>P1. Perform proper hand washing and disinfection procedures before entering production</p> <p>P2. Report to supervisor in the case of illness</p> <p>P3. Wear Personal Protective Equipment (PPE) as per SOPs regarding hygienic measures</p> |
| <p>CU3. Apply basic GMP requirements in regard to food processing, including rework</p> | <p>P1. Make sure that the actual food rework is clearly identifiable</p> <p>P2. Perform rework handling as per industry standards</p> <p>P3. Maintain traceability records of all food rework</p> |
| <p>CU4. Apply basic GMP requirements in regard to food packaging</p> | <p>P1. Prevent contamination in manufacturing, storage and transportation</p> <p>P2. Ensure food contact materials and products are safe for their intended uses</p> <p>P3. Maintain packing surfaces and equipment to minimize</p> |

| | |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | product damage and contamination |
| CU5. Apply basic GMP requirements in regard to documentation and records | <p>P1. Fill out specifications, records, batch production records for production under supervision</p> <p>P2. Interpret laboratory control records</p> <p>P3. Maintain records to support that any Good manufacturing practices (GMP) have been implemented</p> <p>P4. Locate documents of external origin, if needed</p> <p>P5. Safeguard documents and records appropriately</p> |
| CU6. Apply basic GMP requirements to production quality control and in process controls | <p>P1. Follow master production instructions (SOPs)</p> <p>P2. Perform basic in-process control measurements (e.g. pH, weighing) under supervision</p> <p>P3. Perform basic quality control measure under supervision</p> |
| CU7. Apply basic GMP requirements in regard to storage, warehousing and distribution | <p>P1. Store materials and end product appropriately</p> <p>P2. Follow First Expire First Out (FEFO)/First In First Out (FIFO)</p> <p>P3. Ensure stacking method as per product description</p> <p>P4. Ensure Product storage as per required parameters (temperature, humidity etc.)</p> |
| CU8. Apply basic GMP requirements in regard to management of purchased materials | <p>P1. Handle the raw materials as per product requirements</p> <p>P2. Meet manufacturing order specifications, and regulatory requirements</p> <p>P3. Select the appropriate raw materials based on functionality</p> <p>P4. List existing approved materials and their specifications</p> <p>P5. Meet company or customer standards (e.g. halal, organic, gluten-free)</p> |
| CU9. Apply basic GMP requirements in regard to cleaning and sanitation | <p>P1. Ensure safe food supply</p> <p>P2. Follow sanitation procedures for all food contact equipment and food contact surfaces</p> <p>P3. Report sanitation failures</p> <p>P4. Maintain record keeping associated with the sanitation procedure</p> |

| | |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU10. Apply basic GMP requirements in regard to measures for prevention of cross contamination | P1. Ensure segregation of area according to hygiene requirement (Zoning) P2. Control equipment to minimize odors and vapors (including steam and noxious fumes) in areas where they may contaminate food P3. Ensure adequate floor drainage systems in all areas |
| CU11. Apply basic GMP requirements in regard to Pest Management | P1. Identify Target pest related to workplace area P2. Ensure preventive measures in regard to pest entry in food processing area P3. Install monitoring devices (Insect-o-cutors, Bait Station, Glue Boards, Straws, Cages) P4. Clean and maintain monitoring devices P5. Maintain record and trend analysis |
| CU12. Apply basic GMP requirements in regard to food defense | P1. Prevent intentional contamination of food products (Human intervention as the source of contamination) P2. Prevent accidental (unintentional) contamination of food products P3. Minimize risk and impact of an incident of intentional contamination |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Explain importance of layout in food industry?
- K2:** Why personal hygiene is important in food industry?
- K3:** Define rework handling procedure?
- K4:** Define FEFO and FIFO and its importance?
- K5:** Differentiate between cleaning and sanitation?
- K6:** What is zoning?
- K7:** How to establish food defence system?
- K8:** Describe importance of pest management in food industry

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Demonstrate FEFO/FIFO
- Interpret Zoning
- Perform Cleaning and sanitation
- Use of Monitoring devices for pest management

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

- PPE's
- Disinfectors, sanitizer
- Insect-o-cutors, Bait Station, Glue Boards & Straws, Cages
- Hose cleaning pipe, scrubbers, mopes, color coded brushes
- Tempered glass, Glass protective lights
- Trolleys

102200844 Comply with Perform Personal Health and Safety Guidelines

Overview: This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Identify Personal Hazards at Workplace | P1: Identify risk to personal health P2: Identify hygiene and safety at work place P3: Identify processes P4: Identify tools, equipment and consumable materials that have the potential to cause harm P5: Report, identified risk to Health, hygiene and safety to concerned |
| CU2. Apply Personal Protective Safety Equipment (PPE) and Equipment | P1: List the Personal Protective equipment P2: Select personal protective equipment in terms of type and quantity according to work orders. P3: Wear personal protective equipment according to job requirements. P4: Clean personal protective equipment P5: Stored Personal Protective equipments in proper place after use. |
| CU3. Comply Occupational Safety and Health (OSH) | P1: Maintain cleanliness and hygiene as per organizational policy P2: Comply with Health, hygiene and safety precautions before starting work P3: Comply organizational Health, hygiene and safety guidelines during work P4: Deal with resolvable problems according to prescribed procedures P5: Report un resolvable problems to concerned P6: Place the tools equipment etc at their prescribed place after completion of work |

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| <p>CU4. Dispose of hazardous Waste/materials from the designated area.</p> | <p>P1: Identify hazardous waste materials which needs to be disposed off</p> <p>P2: Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure</p> <p>P3: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure</p> <p>P4: Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p> |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain safety rules and regulations of organization
- K2:** List Personal protection and safety Equipment
- K3:** Describe meaning of Safety signs and symbols
- K4:** Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- K5:** Describe waste disposal SOPs
- K6:** Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700839 Communicate the Workplace Policy and Procedure

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

| Competency Units | Performance Criteria |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Identify workplace communication procedures | <p>P1. Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>P2. Identify appropriate lines of communication with supervisors and colleagues.</p> <p>P3. Seek advice on the communication method/equipment most appropriate for the task</p> |
| CU2. Communicate at workplace | <p>P1. Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>P2. Use appropriate non-verbal behavior at all times</p> <p>P3. Encourage, acknowledge and act upon constructive feedback</p> |
| CU3. Draft Written Information | <p>P1. Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p>P2. Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.</p> <p>P3. Ensure written information meets required standards of style, format and detail.</p> <p>P4. Seek assistance and/or feedback to aid communication skills development</p> |
| CU4. Review Documents | <p>P1. Check draft for suitability of tone for audience, purpose, format and communication style</p> <p>P2. Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p> <p>P3. Check draft for sequencing and structure</p> <p>P4. Check draft to ensure it meets organizational requirements</p> <p>P5. Ensure draft is proofread, where appropriate, by supervisor or colleague</p> |

Knowledge and Understanding

- K1:** Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- K2:** Organizational policies, plans and procedures.
- K3:** Barriers to communication
- K4:** Communication model
- K5:** Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

001100851 Perform Basic Communication (Specific)

Overview: This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace

| Competency Units | Performance Criteria |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Communicate in a team to achieve intended outcomes | <p>P1. Treat team members with respect</p> <p>P2. Maintain positive relationships to achieve common organizational goals</p> <p>P3. Get work related information from team</p> <p>P4. Identify interrelated work activities to avoid confusion</p> <p>P5. Adopt communication skills, which are designed in a team.</p> <p>P6. Identify problems in communication with a team</p> <p>P7. Resolve Communication barrier through discussion and mutual agreement</p> |
| CU2. Follow Supervisor's instructions as per organizational SOPs | <p>P1. Receive the instructions from Supervisor</p> <p>P2. Carry out the instructions of the supervisor</p> <p>P3. Report to the supervisor as per organizational SOPs</p> |
| CU3. Develop Generic communication skills at workplace | <p>P1. Develop basic reading skills</p> <p>P2. Develop Basic writing Skills</p> <p>P3. Develop basic listening skills</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic Learn and understand Types of communication
- K2:** Basic Reading Skills
- K3:** Basic Writing skills
- K4:** Basic Verbal communication skills
- K5:** Basic Problem solving skills
- K6:** Basic Self-Management Skills
- K7:** Basic Technology Skills
- K8:** Basic Interview Skills
- K9:** Basic Workplace dress code
- K10:** Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors

061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

| Competency Units | Performance Criteria |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Create Word Documents | <p>P1. Open word processing application</p> <p>P2. Create a word document</p> <p>P3. Customize page layout with relevant name setting</p> <p>P4. Set up page in a word document</p> <p>P5. Edit word document as required</p> <p>P6. Use simple formatting tools when creating the document</p> <p>P7. Save word document to directory</p> <p>P8. Insert table in a word document</p> <p>P9. Insert appropriate images into document as necessary</p> <p>P10. Insert header/footer in a word document</p> <p>P11. Insert section break in a word document</p> <p>P12. Set style in word document</p> <p>P13. Select basic Print settings</p> <p>P14. Print the document</p> |
| CU2. Use internet for Browsing | <p>P1. Use search engines to open website</p> <p>P2. Search data on different topics</p> <p>P3. Refine search to increase relevance of information or content</p> <p>P4. Navigate a website to access the information or content required</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Describing formatting styles and their effect on formatting, readability and appearance of documents

K2: Outline purpose, use and function of word-processing software.

K3: Editing in MS Word

K4: Formatting in MS word

K5: Use of different search engines

K6: Use of different web pages

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser

072100980 Maintain Tools and Equipment

Overview: This Competency Standard identifies the competencies required to apply skills and knowledge to perform processing functions in accordance with the industry's approved guidelines and procedures. Trainee will be expected to identify food processing machinery and perform machines/equipment adjustment for quality product as well as general housekeeping and maintenance of equipment before and after processing activities.

| Competency Units | Performance Criteria |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Perform cleaning of tools and equipment | <p>P1. Check the cleanliness status of machine after completion of each batch as per the instructions given in manual</p> <p>P2. Take corrective measures in case of inappropriate cleaning</p> <p>P3. Maintain record keeping</p> |
| CU2. Apply food grade lubricants of tools/equipment | <p>P1. Check gauge of food lubricants as per machine manual</p> <p>P2. Ensure proper food lubrication of machinery as per schedule</p> |
| CU3. Implement Internal Control Plan (ICP) for tools and equipment | <p>P1. Inspect the tools/equipment regularly</p> <p>P2. Identify damaged tools/equipment</p> <p>P3. Perform repair/replace tools/parts</p> <p>P4. Perform calibration as per defined frequency</p> <p>P5. Maintain all record of tools/equipment as per industry SOPs</p> |
| CU4. Adopt housekeeping practices for tools/equipment (e.g. 5 S) | <p>P1. Identify and eliminate all unnecessary items from the workplace (Sort)</p> <p>P2. Put every necessary item in good order and focused on efficient and effective storage methods (Systemize)</p> <p>P3. Inspect the workplace and equipment for defects (Sweep)</p> <p>P4. Keep the workplace organized, orderly and clean (Standardize)</p> <p>P5. Ensure to follow the 5'S standards (Self-Discipline)</p> |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

K1: Explain machine electric input and output system

K2: Understand instructional manual of the machine

- K3:** Define machine PLC/HMI and how it works.
- K4:** Describe Importance of food grade lubrication for smooth functioning of machine
- K5:** Define machine gauge
- K6:** Explain procedure of maintaining and filling up of log-book properly
- K7:** Describe types and functions of machine
- K8:** Explain different parts of machine
- K9:** Describe the process of machine operation
- K10:** Explain the process for maintaining the tools and equipment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Describe types of machine
- Describe critical parts of machine
- Preventive and corrective measures for tools and equipment
- Describe the importance of food grade lubrication

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Tool kit
- Grease gun
- Drill Machine, grinder
- Pressure guns for oiling
- Hand jacks
- Volt and ampere meters
- PPE's, chemical suit, safety helmet

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| 072100981 Receive Raw Materials as Per Manufacturing Order |
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Overview: This Competency Standard covers the competencies required to check quality raw materials in accordance with the Current Good Manufacturing Practices (CGMP) as well as industry's approved guidelines and procedures in food processing industry. Quality assurance and control play an essential role in food processing & packaging, by ensuring that the processed and packed food items are safe, effective, and produced at a high level of quality. Trainee will be expected to perform preventive measures for quality product as well as general housekeeping and maintenance of tools/equipment.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Identify different raw materials as per food processing manufacturing order | <p>P1. Generate requirement for raw materials as per manufacturing order</p> <p>P2. Verify quantity of received raw materials as per manufacturing order</p> |
| CU2. Ensure raw material quality parameters (physical, chemical, biological, color or flavor retention) | <p>P1. Perform testing of raw materials as per specification</p> <p>P2. Ensure materials identification labels as per the specifications of food specific processing order</p> <p>P3. Check expiry date on each labeled food raw material as per specifications</p> |
| CU3. Measure the ingredients according to manufacturing order/recipe | <p>P1. Perform balancing and zero-tare of measuring equipment</p> <p>P2. Ensure volumetric and by-weight measurement of ingredients as per requirements</p> |

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| CU4. Maintain record of all received/labeled materials as per SOPs | <p>P1. Maintain log book/log sheets for record of all received materials</p> <p>P2. Analyze quality trends of raw materials</p> |
| CU5. Store the ingredients according to standard procedure | <p>P1. Ensure the cleaning of storage area</p> <p>P2. Place the raw materials in designated areas to avoid cross contamination</p> <p>P3. Ensure storage of raw materials as per SOPs</p> |
| CU6. Handle the raw materials in an appropriate manner | <p>P1. Use of appropriate PPEs for handling raw materials</p> <p>P2. Use of hand jacks and trolleys</p> |
| CU7. Provide raw materials to processing unit as per requirements of manufacturing order | <p>P1. Check the inventory of raw materials as per manufacturing order</p> <p>P2. Hand over the raw materials to production incharge</p> |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Define stable, perishable, semi perishable goods
- K2:** Understand acidic and neutral foods
- K3:** Understand chemicals and their handling
- K4:** Read labels of different raw materials
- K5:** Interpret different signs on labels of raw materials
- K6:** Describe different quality parameters or tests
- K7:** Describe measuring units of various materials used in food processing
- K8:** Describe appropriate measuring techniques to measure food ingredients
- K9:** Describe calibration
- K10:** Know hygroscopic & volatile materials
- K11:** Describe role of humidity, temperature and environment on food materials
- K12:** Describe inventory control
- K13:** Describe appropriate placement of raw and packaging materials
- K14:** Describe cross contamination of different food items

K15: Know MSDS (Material safety data sheet)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Identification of food materials based on sensitivity
- Placement of food materials
- Inventory control

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Hand jacks, trolleys, hand buckets
- Weighing scales
- Pellets

072100982 Perform Food Cleaning and Sanitation

Overview: This Competency Standard covers the competencies required to apply skills and specific knowledge to perform cleaning and sanitation in accordance with the industry's approved guidelines and procedures. The trainee will be able to prepare log sheet as per requirements of the manufacturing order as well as industry requirements.

| Competency Units | Performance Criteria |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Ensure availability of all cleaning and sanitation materials | <p>P1. Verify cleaning and sanitation materials as per requirement</p> <p>P2. Check quality parameters of cleaning chemicals (pH, Purity, Reactivity, Conductivity)</p> |
| CU2. Ensure all utilities are available | <p>P1. Check the availability of potable water for cleaning</p> <p>P2. Check the availability of heating source</p> <p>P3. Check the availability of compressed air</p> |
| CU3. Perform cleaning and sanitation as per schedule/procedure | <p>P1. Select appropriate method of cleaning as per product nature (dry and wet cleaning)</p> <p>P2. Use of color coded cleaning tools for food and nonfood surfaces</p> <p>P3. Apply 6Ts (Time, Temperature, Titration, Turbulence, Technology, Training) of cleaning</p> <p>P4. Perform disinfection of food contact surfaces where required</p> <p>P5. Validate cleaning method as per requirement</p> |
| CU4. Verify cleaning and sanitation by analytical/swab test/ATP-testing | <p>P1. Perform visual verification of surface after cleaning</p> <p>P2. Analyze pH of initial and final rinsing water</p> <p>P3. Ensure all analytical/Swab/ATP results are as per standards</p> |
| CU5. Prepare log sheets as per procedure | <p>P1. Maintain record of all 6Ts</p> <p>P2. Maintain records of all lab results</p> |

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| CU6. Control cleaning solution temperature to melt fats/meats | P1. Ensure the water temperature & pressure during cleaning process P2. Ensure cleaning solution temperature as per specification of food processing to remove product debris |
| CU7. Ensure equipment free of visible soil, haze or water beads | P1. Ensure cleaning of stainless steel (SS) equipment with acid on regular basis P2. Ensure filtration of cleaning solutions and water before cleaning |
| CU8. Sanitize inaccessible parts of machinery prior to assembling | P1. Ensure cleaning of hard to reach parts by dismantling P2. Ensure cleaning out place(COP) of equipment/Machinery as per SOP |
| CU9. Ensure pre-operation Inspection | P1. Monitor workplace by sight, feel, hearing and smell regularly P2. Use flashlights and other lights to see non visible parts of machinery before start operation P3. Ensure equipment free of visible soil, haze or water beads P4. Inspect visible parts and inaccessible parts of machinery after assembling P5. Inspect that equipment is free of chemicals, tools and cleaning supplies P6. Inspect that guards are in place before starting equipment P7. Complete formal pre-operation inspection according to plant Sanitation Standing Operating Procedures (SSOP) |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Define cleaning and sanitation.
- K2:** Explain different cleaning techniques like dry cleaning, wet cleaning, cleaning in place, cleaning out of place etc.
- K3:** Describe principles underlying sanitation/ cleaning operations.
- K4:** Know suitability of cleaning operation in a certain machine, equipment and food.
- K5:** Describe different types of sanitizers used in food processing units.

- K6:** Describe different sanitizing tools used in food processing plants
- K7:** Interpret purity and concentration of various cleaning agents
- K8:** Interpret gauges of utilities (Hot water, steam, compressed air)
- K9:** Describe the parameters of water, steam and compressed air
- K10:** Define TDS and pH of water
- K11:** Know pathogens (Coli forms, E. Coli and Total Plate Count).
- K12:** Define swab test
- K13:** Define 6T's (Time, Temperature, Turbulence and Titration, Technology, Training)
- K14:** Define acid and base
- K15:** Define pasteurization and sterilization
- K16:** Interpret time temperature relationship for killing of micro flora
- K17:** Know scaling of pipelines or surfaces and its remedy
- K18:** Describe temperatures of different cleaning agents to be effective for sanitation process

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Demonstrate Sanitizers
- Demonstrate Sanitizing tools
- Perform 6T's
- Perform Cleaning processes

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Cleaning trolleys
- Cleaning hose pips, shower guns
- Conductivity meters, level switches, flow meters
- PPE's (Goggles, face shield, comical suite, chemical gloves)
- Disinfection liquid,
- Pumps, Air Blowers
- Brushes, scrappers, sponge, Vacuum Pump

102200846 Apply Work Health and Safety Practices (WHS)

Overview: This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Implement safe work practices at work place | P1. Implement relevant rules and procedures of WHS at work place. P2. Comply with duty of care requirements P3. Use personal protective equipment according to safe work practices P4. Contribute to WHS consultative activities P5. Raise WHS issues with relevant personnel |
| CU2. Participate in hazard assessment activities a work place | P1. Identify hazards or WHS issues in the workplace to relevant personnel P2. Assess and control risks according to own level of responsibility, in line with workplace procedures P3. Report hazards or WHS issues in the workplace to relevant personnel P4. Document risk control actions as required |
| CU3. Follow emergency procedures at workplace | P1. Report emergencies or incidents promptly to relevant personnel P2. Deal with emergencies in line with own level of responsibility P3. Implement evacuation procedures as required |
| CU4. Participate in OHS consultative processes | P1. Contribute to workplace meetings, inspections or other consultative activities P2. Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Outline the WHS rights and responsibilities that apply to own role
- K2:** Explain the term duty of care
- K3:** Describe typical health and safety roles in the workplace
- K4:** List and describe common safety signs and symbols
- K5:** Explain procedures for reporting hazards, risks, incidents and accidents
- K6:** Identify and describe common hazards and major causes of accidents relevant to the workplace
- K7:** Explain what the term risk control means
- K8:** List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident.

041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Identify workplace policy & procedures | <p>P1. Identify the workplace policy & procedures</p> <p>P2. Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met.</p> <p>P3. Assure the policies are realistic, resources and personnel to implement</p> <p>P4. Implement the policy & procedures that reflects the organizations commitments</p> <p>P5. Ensure the appropriate methods of implementation, outcomes and performance indicators</p> |
| CU2. Implement workplace policy & procedures | <p>P1. Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures</p> <p>P2. Implement strategies for continuous improvement in effective and efficient information</p> |
| CU3. Communicate workplace policy & procedures | <p>P1. Communicate procedures to help implement workplace policy</p> <p>P2. Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities</p> |
| CU4. Review the implementation of workplace policy & procedures | <p>P1. Identify the trends that may require remedial actions</p> <p>P2. Record the trends that may require remedial actions.</p> <p>P3. Ensure policy and procedures as required are made for continuous improvement of performance</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Legislation, regulations and codes of practice applicable to the organization
- K2:** internal and external sources of information and organizational policy & procedures
- K3:** Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.

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| 001100852 Communicate at Workplace |
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Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

| Competency Units | Performance Criteria |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Communicate within the organization | <p>P1. Communicate within a department</p> <p>P2. Communicate with other departments.</p> <p>P3. Use various media to communicate effectively</p> <p>P4. Communicate orally and written</p> |
| CU2. Communicate outside the organization | <p>P1. Deal with vendors</p> <p>P2. Deal with clients/customers</p> <p>P3. Interact with other organisations</p> <p>P4. Use various media to communicate effectively</p> <p>P5. Work with people of different cultures / backgrounds</p> |
| CU3. Communicate effectively in workgroup | <p>P1. Assess the issues to provide relevant suggestion to group members</p> <p>P2. Resolve the issues/ problems /conflicts within the group</p> <p>P3. Arrange group working sessions to increase the level of participation in the group processes</p> <p>P4. Communicate messages to group members clearly to ensure interpretation is valid</p> <p>P5. Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices</p> <p>P6. Act upon constructive feedback</p> |
| CU4. Communicate in writing | <p>P1. Identify relevant procedures for written information</p> <p>P2. Use strategies to ensure correct communication in writing .i.e.</p> <ul style="list-style-type: none"> • correct composition • clarity • comprehensiveness • accuracy • appropriateness <p>P3. Draft assigned written information for approval, ensuring it is written within designated timeframes</p> <p>P4. Ensure written information meets required standards of</p> |

| | |
|--|-----------------------------------------------------------------------------------------------------------|
| | style, format and detail P5. Seek assistance / feedback to aid communication skills development |
|--|-----------------------------------------------------------------------------------------------------------|

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Importance of intra and inter organizational communication
- K2:** Basics of business communication
- K3:** Defining Modes of communication
- K4:** Effective communication in workgroup
- K5:** Communicating through writing
- K6:** The importance of teamwork

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).

061100858 Perform Computer Application Skills

Overview: This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

| Competency Units | Performance Criteria |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Prepare In-page documents as per required information | <p>P1. Set keyboard preferences according to information requirements</p> <p>P2. Layout Page according to information requirements</p> <p>P3. Toggle between Languages</p> <p>P4. Identify the usage of tool bar</p> <p>P5. Insert Columns as per requirement</p> <p>P6. Print the document</p> |
| CU2. Prepare Spreadsheets as per required information | <p>P1. Create workbook according to information requirements</p> <p>P2. Insert sheet according to information requirements</p> <p>P3. Enter basic formulae / functions using cell referencing when required</p> <p>P4. Correct formulas when error messages occur</p> <p>P5. Use a range of common tools during spreadsheet development</p> <p>P6. Edit columns and rows within the spreadsheet Filter data</p> <p>P7. Save the spreadsheet to a folder on a storage device</p> <p>P8. Format spreadsheet using formatting features as required</p> <p>P9. Incorporate object and chart in spreadsheet</p> <p>P10. Print spreadsheet</p> |
| CU3. Use MS Office as per required information | <p>P1. Use Microsoft Word for documentation</p> <p>P2. Use Microsoft Excel for documentation</p> <p>P3. Use Microsoft PowerPoint for presentation</p> <p>P4. Perform OneNote</p> <p>P5. Perform Outlook for emails</p> <p>P6. Perform Publisher applications</p> |

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| CU4. Perform computer graphics in basic applications | P1. Perform graphic fundamentals in basic applications P2. Draw Points and lines to make images P3. Draw Dots in space to make images P4. Draw lightening blot Shapes to make images P5. Enlarge circles and rectangles to block in forms |
| CU5. Create Email account for communications | P1. Make email account for communications P2. . Compose text of an email message according to organizational guidelines as required P3. Create an automatic signature for the user P4. Attach files to email message where required P5. Send email message P6. Reply to / forward a received message using available features P7. Save an attachment to the relevant folder P8. Save email message using available settings P9. Adjust email accounts to restrict and quarantine possible email security problems <ul style="list-style-type: none"> • Print email message as per requirements |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology related to reading help files and prompts
- K2:** Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- K3:** Outline log-in procedures relating to accessing a personal computer (PC)
- K4:** Describe the purpose, use and function of spreadsheet applications.
- K5:** Understand **MS Word** to create documents, flyers, publications
- K6:** Understand **MS PowerPoint** to create presentations
- K7:** Understand **MS Excel** to store, organize, and manipulate data
- K8:** Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more
- K9:** Understand of Publisher to create extensive publications, posters, flyers, menus
- K10:** Understand **Outlook** to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.

041300867 Manage Personal Finances

Overview: This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

| Competency Units | Performance Criteria |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Develop a personal budget | <p>P1. Calculate current living expenses using available information to prepare a personal budget.</p> <p>P2. Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</p> <p>P3. Subtract total expenses from total income to determine a surplus or deficit budget for the specified period.</p> <p>P4. Find reasons for a deficit budget and ways to reduce expenditure identified.</p> <p>P5. Identify ways to increase income</p> |
| CU2. Develop long term personal budget | <p>P1. Analyze income and expenditure and set long term personal financial goals.</p> <p>P2. Develop a long-term budget based on the outcomes of short-term budgeting.</p> <p>P3. Identify obstacles that might affect the business</p> <p>P4. Formulate a regular savings plan based on budget</p> |
| CU3. Identify ways to maximize future finances | <p>P1. Determine sources to maximize personal income,</p> <p>P2. Get further education or training to maintain or improve future income.</p> <p>P3. Identify the need for debt to finance living and other expenses,</p> <p>P4. Determine the appropriate levels of debt and repayment.</p> <p>P5. Consolidate existing debt, where possible, to minimize interest costs and fees.</p> <p>P6. Seek professional money management services.</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the abilities to plan and organize to keep records and monitor a personal budget
- K2:** Describe abilities to set and review goals

- K3:** Explain basic financial management and record keeping to enable development and management of a personal budget
- K4:** Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- K5:** Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

072100985 Perform Food Processing

Overview: This Competency Standard covers the competencies required to apply skills and specific knowledge to perform processing functions of food processing by food processing technician in accordance with the industry approved guidelines, procedure as well as the manufacturing order. The trainee will be involved in processing, apply size reduction techniques, apply high/low temperature techniques, evaporation techniques, handle and produce foods containing high levels of carbohydrates/fats, handle/produce foods containing high levels of protein, handle/produce foods containing high levels of vitamins and minerals and perform food preservation techniques.

| Competency Units | Performance Criteria |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Prepare food for Processing | P1. Perform sorting, grading and peeling methods for fruits and vegetables P2. Ensure dressing of Meat, Poultry and Marine food P3. Perform shelling of eggs and dry fruits P4. Ensure batch loading as per recipe P5. Perform clarification/filtration of liquid raw material |
| CU2. Apply size reduction techniques | P1. Perform cutting of fruits and vegetables by using different methods P2. Perform cutting, mincing, filleting of Meat and Fish P3. Perform grinding and milling |
| CU3. Apply extraction techniques | P1. Perform extraction techniques in fruits and vegetables P2. Perform extraction techniques in Fat and Oil |
| CU4. Apply high temperature techniques | P1. Perform pasteurization of different food products P2. Perform sterilization of different food products P3. Perform thermization of different food products P4. Perform (UHT) Ultra High Temperature treatment for liquid foods P5. Perform blanching of Fruits and vegetables P6. Use dry heat method for different foods |
| CU5. Apply low temperature techniques | P1. Use refrigeration/cold storage methods for different foods P2. Use different freezing techniques for foods P3. Use different chilling techniques for foods |

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| CU6. Apply fermentation techniques | P1. Perform lactic acid fermentation for foods P2. Perform Acetic Acid fermentation for foods P3. Perform Alcoholic fermentation for foods |
| CU7. Apply evaporation techniques | P1. Use different evaporation techniques P2. Use spray drying method for liquid foods P3. Perform drum drying for foods |
| CU8. Monitor adding of ingredients | P1. Check flavor, aroma and appearance of ingredients P2. Ensure addition of ingredients as per specification P3. Maintain record of ingredients P4. Perform different mixing techniques |
| CU9. Shift batches to preservation and for packaging process | P1. Perform incubation/Maturation for different food P2. Ensure storage of finished products at required temperature P3. Perform Hardening of frozen products |
| CU10. Produce beverages | P1. Perform water treatment techniques as per product requirement P2. Prepare carbonated drink as per recipe P3. Prepare non-carbonated drink as per recipe |
| CU11. Use food additives | P1. Use different preservative chemicals for food preservation P2. Perform enrichment and fortification P3. Use functional additives to improve physical, chemical and sensory properties |
| CU12. Perform basic calculation | P1. Perform dry and wet calculation for ingredients P2. Calculate process losses |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Define food preparatory operations.
- K2:** Define extraction and methods of extraction.
- K3:** Differentiate Blanching, Pasteurization, sterilization and ultra-high temperature treatment.
- K4:** Differentiate refrigeration, chilling, cold storage and freezing.
- K5:** Define and explain types of fermentation.
- K6:** Describe working principle of evaporators.

- K7:** Explain different methods of food drying.
- K8:** Define basic principles of sensory evaluation.
- K9:** Explain need of incubation and maturation in food industry.
- K10:** Define hardening process in frozen products.
- K11:** Define and classify beverages.
- K12:** Define preservative and non-preservative additives.
- K13:** Effect of food processing on Carbohydrates, Proteins, Fats, Minerals and Vitamins
- K14:** Describe continuous and batch type processing
- K15:** Describe mixing techniques (folding, beating, blending, whisking, whipping)
- K16:** Define deaeration
- K17:** Define homogenization

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Perform Peeling/size reduction methods for different foods
- Demonstrate Types of extraction
- Demonstrate refrigeration and freezing
- Demonstrate thermal processes
- Explain working of spray dryer
- Describe enrichment and fortification
- Describe the role of additives

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Pumps
- Boiler
- Cooker
- Steamer
- Dehydrator
- Evaporators
- Heat exchangers
- Mixers
- Blenders
- Chillers
- Freezer
- Temperature Transmitter

- Level Transmitters
- Sensors
- Proofer
- Slicers
- Filters
- Scribes
- Agitators
- Separators
- Homogenizers
- De- aerator
- Refiners/sieves
- Extractors
- Centrifuge
- Hopper
- Fillers
- Blowing Machine
- Ovens (Baking/Microwave Oven)
- Coating Pans
- Chopper
- Cutting Boards
- Peeling Knives
- Fryers
- Packaging Machines
- Printers
- Metal Detectors
- Rejecters
- Bag Sealers

072100983 Perform Packaging as per Manufacturing Order

Overview: This Competency Standard covers the competencies required to apply skills and knowledge to perform packaging of processed products as per industry's approved guidelines and procedures. Trainees will be expected to perform packaging of food items as per standard procedure in bottles, trays, jars, tin pack, and containers for handling, warehouse storage & shipping transport. The trainee must ensure general housekeeping and maintenance of equipment. The underpinning knowledge is sufficient to provide you the basic for your work.

| Competency Units | Performance Criteria |
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| <p>CU1. Receive packaging materials as per manufacturing order (jars, bottles, trays, boxes, tin box etc)</p> | <p>P1. Check and receive approved printed/ unprinted, leaflets, cups, master cartons, labels etc.as per packing order.</p> <p>P2. Maintain the temperature and humidity of workplace as per requirements of specifications of manufactured product</p> <p>P3. Check the Batch Number, manufacturing and expiry date against each labeled packing as per manufacturing order &SOP</p> <p>P4. Ensure all relevant entries manually or electronically as per specifications given in manufacturing order</p> <p>P5. Report to section in-charge after completion of task</p> |
| <p>CU2. Perform vetting for contamination/sterilization</p> | <p>P1. Ensure chemicals used for packaging material sterilization are eliminated</p> <p>P2. Make sure the drying of packaging material is done according to standard</p> <p>P3. Ensure microbial analysis of packaging material before packing</p> |
| <p>CU3. Check packaging materials integrity/quality</p> | <p>P1. Check Longitudinal Seal (LS) and Transversal Seal (TS) as per standard</p> <p>P2. Check thickness and dimensions of packaging material</p> <p>P3. Perform leakage test of packaging material</p> <p>P4. Perform in process checks to avoid any wastages</p> |

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| CU4. Verify labeled contents as per manufacturing order | <p>P1. Check Batch. No. manufacturing date, expiry and pack size</p> <p>P2. Verify printing quality and content as per standard</p> |
| CU5. Perform over printing | <p>P1. Perform cleaning of sensors and printing jets</p> <p>P2. Verify alignment of printing on packaging material</p> <p>P3. Ensure printing on every packet</p> <p>P4. Update batch number according to the manufacturing order</p> <p>P5. Check each master carton label before pasting it on each sealed master carton for its product name, Manufacturing date, expiry date, master cartons No., quantity of units & packaging date</p> |
| CU6. Produce samples to try out different materials and designs | <p>P1. Ensure to run the samples as per provided recipe</p> <p>P2. Make sure to separate all the batch from running production</p> <p>P3. Report to supervisor in case of any deviation regarding new packaging material/recipe</p> |
| CU7. Ensure packaged products meet set requirements | <p>P1. Ensure net content of product as per label</p> <p>P2. Ensure packaged product labeling as per regulatory requirements</p> |
| CU8. Make tertiary packaging for bulk handling for warehouses storage & shipping/transport | <p>P1. Perform pelleting of packaged products</p> <p>P2. Ensure shrink wrapping of pallets</p> <p>P3. Ensure pallet labeling</p> |
| CU9. Protect finished product from environmental factors | <p>P1. Control temperature and humidity of warehouse</p> <p>P2. Avoid exposure of heat, direct sunlight, rain and water of finished product</p> |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

K1: Explain types of packaging material

K2: Define levels of packaging

- K3:** Explain principles of package design.
- K4:** Describe types of seals and their inspection method.
- K5:** Demonstrate integrity of packaging materials.
- K6:** Define multi-layer packaging materials.
- K7:** Define leak test protocols.
- K8:** Describe types of packaging machine.
- K9:** Describe storage parameters for packaged products.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform Seal Inspection
- Describe Packaging levels
- Demonstrate Multi-Layer packaging materials
- Describe Labeling information
- Perform Dimensional measurements of Packaging material
- Demonstrate Storage parameters

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Containers
- Blister/strip machine
- Printing Machine
- Tertiary packing machine
- Capper
- Metal detectors
- Rejecters
- Shrink machine
- Tape sealers
- Manual shrink
- Vernier Caliper, Micrometer
- Torque Meter
- Cutting Blades
- Weighing Scale

- Leak Tester
- Manual Thermometer
- Pressure Tester
- Height Gauge
- Wrapper
- Sleever
- Labellor
- Straw applicator
- Palletizers

072100984 Ensure hazards Analysis Critical Control Points (HACCP) & Food Safety Management System

Overview:

This Competency Standard identifies the competencies required to apply skills and knowledge to control food hazards by applying HACCP, a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement, manufacturing, distribution and consumption of the finished product. Trainee will be expected to apply hazards control principles during food processing at workplace.

| Competency Units | Performance Criteria |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Apply HACCP principles in the production</p> | <p>P1. Conduct a hazard analysis <i>to develop a list of hazards which are of such significance and reasonably likely to cause injury or illness</i> (Principle 1)</p> <p>P2. Determine critical control points <i>to prevent or eliminate a food safety hazard or reduce it to an acceptable level</i> (CCPs), (Principle 2)</p> <p>P3. Establish critical limits <i>as per regulatory standards and industry guidelines</i>, (Principle 3)</p> <p>P4. Establish monitoring procedures <i>to produce an accurate record for future use in verification</i> (Principle 4)</p> <p>P5. Establish corrective actions <i>to identify health hazards and to establish strategies to prevent, eliminate, or reduce their occurrence</i> (Principle 5)</p> <p>P6. Establish verification procedures for <i>identification of the hazards, critical control points, critical limits</i> as per industry guidelines (Principle 6)</p> <p>P7. Establish record-keeping and documentation procedures as per industry guidelines/procedure (Principle 7)</p> |
| <p>CU2. Apply food safety management system elements in the production</p> | <p>P1. Ensure Food safety systems based on the HACCP</p> <p>P2. Address risks and controls (specific technologies) at various stages of the food supply chain based on food type</p> |

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| CU3. Participate in internal audit procedures | P1. Ensure implementation of all relevant SOPs. P2. Maintain record of all checklists and logs P3. Perform self-assessment and gap closure of all applicable standards |
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Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Define hazard
- K2:** Describe food allergens
- K3:** Describe chemical, microbiological and physical hazards
- K4:** Define critical control points in food processing unit
- K5:** Define critical control limits
- K6:** Define Operational Prerequisite Program (OPRP)
- K7:** Describe preventive measures to control happening of a hazard
- K8:** Know the limits of additives to be used in food processing
- K9:** Know regulatory affairs regarding Food Safety
- K10:** Know about internal audits
- K11:** Define monitoring procedures

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Identify Hazards
- Demonstrate PRP and OPRP
- Demonstrate Critical Control Points (CCP's)

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- Decision Tree
- Risk Assessment Tool

102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview: This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

| Competency Units | Performance Criteria |
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| CU1. Contribute to initiate work-related health and safety measures | <p>P1. compile database on work-related health and safety</p> <p>P2. Identify measures that address legal obligations.</p> <p>P3. Consult with individuals/ parties to formulate measures and initiatives</p> <p>P4. Consult with individuals/parties to identify factors impacting on work-related health and safety</p> <p>P5. Participate in consultative meetings.</p> |
| CU2. Contribute to establish work-related health and safety measures | <p>P1. Assist in planning of work-related health and safety measures</p> <p>P2. Contribute to the development of work-related health and safety measures</p> <p>P3. Identify to implement work-related health and safety measures i.e.</p> <ul style="list-style-type: none"> • resourcing requirements, • timelines • responsibilities <p>P4. Assist to implement work-related health and safety measures and initiatives i.e.</p> <ul style="list-style-type: none"> • scheduling • liaison • administering resources • communication |
| CU3. Contribute to ensure legal requirements of WHS measures | <p>P1. Identify WHS legal requirements</p> <p>P2. Apply knowledge of all aspects of WHS measures to</p> <ul style="list-style-type: none"> • Consultation • workplace policies • participation processes <p>P3. Ensure, WHS measures are in accordance with legal requirements</p> |

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| <p>CU4. Contribute to review WHS measures</p> | <p>P1. Develop effective practices to review work-related health and safety measures</p> <p>P2. Assist individuals and parties related to WHS measures in following activities</p> <ul style="list-style-type: none"> • preparing reports • communicating review • evaluating outcomes |
| <p>CU5. Evaluate the organization's WHS system</p> | <p>P1. Assess ongoing compliance with OHS (Occupational Health and safety)</p> <p>P2. Take feedback from concerned persons regarding WHS measures.</p> <p>P3. Assess the overall effectiveness of WHS management practices</p> <p>P4. Assist the development process of WHS measures in following ways</p> <ul style="list-style-type: none"> • Suggest amendments • Document amendments • Implement amendments <p>P5. Take feedback from concerned persons regarding WHS measures.</p> <p>P6. Communicate improvements in WHS Measures</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- K2:** Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- K3:** List factors that impact on work-related health and safety and their potential effects
- K4:** Identify internal and external sources of WHS information and data, and how to access them
- K5:** Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources

K6: Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives

K7: Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:

- The factors impacting on worker health and safety that they address
- Effectiveness
- Costs and benefits
- Criteria for decisions regarding their implementation in a specific workplace
- How they should be implemented.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700841 Comply with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

| Competency Units | Performance Criteria |
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| CU1. Manage work timeframes | <p>P1. Complete work tasks within deadlines in according to order of priority</p> <p>P2. Supervisors are informed of any delays in work times or projects</p> |
| CU2. Manage to convene meeting | P1. Develop agenda in line with meeting purpose |

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| | <p>P2. Select participants and notify them accordingly</p> <p>P3. Carryout meeting arrangements according to the time</p> <p>P4. Record the minutes of the meeting</p> |
| CU3. Decision making at workplace | <p>P1. Identify the problem, challenge or opportunity</p> <p>P2. Generate an array of possible solutions or responses</p> <p>P3. Evaluate the costs and benefits associated with each option</p> <p>P4. Assess the impact of the decision and modify the course of action as needed</p> |
| CU4. Set and meet own work priorities at instent | <p>P1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives</p> <p>P2. Use technology efficiently and effectively to manage work priorities and commitments</p> <p>P3. Maintain appropriate work-life balance</p> |
| CU5. Develop and maintain professional competence | <p>P1. Assess personal knowledge and skills against competency</p> <p>P2. Participate in networks to enhance personal knowledge, skills and work relationships</p> <p>P3. Seek feedback from employees, clients and colleagues to develop and improve competence</p> |
| CU6. Follow and implement work safety requirements | <p>P1. Identify and report emergency incidents</p> <p>P2. Practice organizational policy and procedures for responding to emergency incidents</p> <p>P3. Identify and implement workplace procedures and work instructions for controlling risks</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Healthy work life balance

K2: Meeting terminologies, structures and arrangements

K3: Relevant organizational procedures and policies regarding meetings, chairing and minutes.

K4: Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

001100853 Perform Advanced Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

| Competency Units | Performance Criteria |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Demonstrate professional skills | <p>P1. Use different modes of communication to communicate</p> <ul style="list-style-type: none"> • Speaking • Reading • Writing • Listening • Presentation • visual representation etc <p>P2. Develop CV Skills according requirements</p> <p>P3. Upgrade professional skills by attending trainings, webinars, conferences etc.</p> <p>P4. Perform Continuous professional development as required at workplace</p> <p>P5. Develop interview skills</p> |
| CU2. Plan and Organize work | <p>P1. Identify task requirements.</p> <p>P2. Plan steps to complete tasks.</p> <p>P3. Review planning and organizing process.</p> <p>P4. Organize work.</p> |

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| CU3. Provide trainings at workplace | <p>P1. Assess the need for training</p> <p>P2. Prepare trainees for the learning experience</p> <p>P3. Present training session</p> <p>P4. Support trainees in managing their own learning</p> <p>P5. Facilitate group learning</p> <p>P6. Provide opportunity for practice</p> <p>P7. Provide feedback on progress on trainees</p> <p>P8. Review delivery experience</p> |
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explaining the training skills
- K2:** Identification of the professional skills
- K3:** Describing the advanced language skills
- K4:** Understanding of the assessment and trainees feedback methods
- K5:** Direct and indirect communication methods
- K6:** Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma

061100858 Develop Advance Computer Application Skills

Overview: This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

| Competency Units | Performance Criteria |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Manage Information System to complete a task</p> | <p>P1. Perform Data Entry in MS office</p> <p>P2. Manage File/folder in MS office</p> <p>P3. Perform Scanning of document</p> <p>P4. Maintain Office Record in drives</p> <p>P5. Perform Printing of document</p> <p>P6. Search required Files/Folders</p> <p>P7. Convert Files in required format.</p> <p>P8. Manage sizes of Files/Folders</p> <ul style="list-style-type: none"> • Compress • Zip /unzip |
| <p>CU2. Prepare Presentation using computers</p> | <p>P1. Prepare presentation as per requirements, i.e.</p> <ul style="list-style-type: none"> • Open blank presentation and add text / graphics • Create a simple design for a presentation • Apply existing styles within a presentation • Use presentation template and slides to create a presentation • Use various tools to improve the look of the presentation • Save presentation to the appropriate storage device and folder with required name <p>P2. Customize basic settings to meet user requirements</p> <p>P3. Format presentation as require</p> <ul style="list-style-type: none"> • Develop organizational charts • Add objects and manipulate to meet presentation purposes • Modify slide layout, including text and colours, to meet presentation requirements • Save presentation in another format • Save to storage device and close presentation |

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| | <p>P4. Add slide show effect into presentation as required to enhance the presentation</p> <ul style="list-style-type: none"> • Incorporate pre-set Animation • Apply Multimedia effects • Record Narration • Apply hyperlink • Apply video • Rehearse Timings • Test presentation for overall effect <p>P5. Print the presentation</p> <ul style="list-style-type: none"> • Select appropriate print format for presentation • Select preferred slide orientation • Add notes and slide numbers • Preview slides and run spell check before presentation • Print selected slides and submit presentation to appropriate person for feedback <p>P6. Practice verbal presentation</p> <p>P7. Practice presentation through AV Aids</p> |
| <p>CU3. Use Microsoft Access to manage database</p> | <p>P1. Collect the data using a standard data base package.</p> <p>P2. Start access to manage database .i.e.</p> <ul style="list-style-type: none"> • identify problem statement of Data • Develop a table with fields /attributes according to database usage/ user requirements • Create a primary key and establish an index for each table • Modify table layout and field attributes as required • Create a relationship between the two tables • Add data in a table according to information requirements • Add records as required • delete records as required • Save database to storage area • close down database to storage area • Apply criteria in the following Query • SQL view of Query • Wildcards of query • Query Criteria <p>P3. Customize basic settings:</p> |

| | |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Adjust page layout to meet user requirements • Open and view different toolbars • Format font as appropriate for the purpose of the database entries • Create reports • Design reports to present data in a logical sequence • Modify reports to include or exclude additional requirements • Distribute reports to appropriate person in a suitable format <p>P4. Create forms</p> <ul style="list-style-type: none"> • Use a wizard to create a simple form • Open existing database and modify records through a simple form • Rearrange objects within the form to accommodate information requirements |
| <p>CU4. Develop graphics for Design</p> | <p>P1. Develop graphic design concepts based on a thorough understanding of the communication need</p> <p>P2. Use design techniques confidently to produce designs</p> <p>P3. Integrate design tools skillfully to produce designs</p> <p>P4. Evaluate the success of completed designs to meet objectives</p> <p>P5. evaluate feedback from client / peers</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology to read help files and prompts
- K2:** Outline the different types of formal and informal presentations
- K3:** Explain Power point presentation
- K4:** Segregation of Data
- K5:** Define the relation among data
- K6:** Define criteria in the query
- K7:** Creates and modify reports and forms.

K8: Outline basic database design principles

K9: Current graphic design software

K10: Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.

041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

| Competency Units | Performance Criteria |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Determine strategies for delivery of human resource services | P1. Analyze business strategy and operational plans to determine human resource requirements P2. Review external business environment that likely impact on organization's human resource requirements P3. Consult line and senior managers to identify human resource needs in their areas P4. Review organization's requirements for diversity in the workforce P5. Deliver human resource services that comply with business goals P6. Develop strategic action plan for delivery of human resource services P7. Develop roles and responsibilities of human resource team P8. Develop quality assurance policy |
| CU2. Manage the delivery of human resource | P1. Communicate human resource strategies and services to internal and external stakeholders |

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| <p>services</p> | <p>P2. Develop and negotiate service agreements between</p> <ul style="list-style-type: none"> • The human resource team, • Service providers • Client groups <p>P3. Document service specifications, performance standards and timeframes</p> <p>P4. Document /communicate service</p> <ul style="list-style-type: none"> • Specifications, • Performance standards • Timeframes <p>P5. Monitor Quality assurance processes</p> <p>P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans</p> <p>P7. Identify underperformance of human resource team or service providers</p> |
| <p>CU3. Evaluate human resource service delivery</p> | <p>P1. Establish Management information system for human resource services</p> <p>P2. Conduct survey to determine level of satisfaction</p> <p>P3. Analyze feedback of survey</p> <p>P4. Recommend changes to service delivery</p> <p>P5. Support agreed change processes across the organization</p> |
| <p>CU4. Manage integration of business ethics in human resource practices</p> | <p>P1. Ensure ethics in personal behavior</p> <p>P2. Ensure code of conduct is observed across the organization,</p> <p>P3. Observe confidentiality requirements in dealing with all human resource information</p> <p>P4. Deal promptly with unethical behavior</p> <p>P5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior</p> |

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Identify the key provisions of legal and compliance requirements that apply to managing human resources

- K2:** Summarize the organization's code of conduct
- K3:** Explain human resource strategies and planning processes and their relationship to business and operational plans
- K4:** Describe performance and contract management
- K5:** Explain how feedback is used to modify the delivery of human resources.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.

041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

| Competency Units | Performance Criteria |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Develop a business plan</p> | <p>P1. Conduct a market survey to collect following information</p> <ul style="list-style-type: none"> • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin <p>P2. Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>P3. Compile the information collected through the market survey, in the business plan format</p> |
| <p>CU2. Collect information regarding funding sources</p> | <p>P1. Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p>P2. Choose the best available option according to investment requirement</p> <p>P3. Prepare documents according to the loan agreement requirement</p> <p>P4. Include the information of funding sources in the business plan</p> |
| <p>CU3. Develop a marketing plan</p> | <p>P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning</p> <p>P2. Include the information of marketing plan in the business plan</p> |
| <p>CU4. Develop basic business communication</p> | <p>P1. Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills</p> |

| | |
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| skills | <p>P2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.</p> <p>P3. Use specific business terms used in the market</p> |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- K2:** Describe 7Cs of business communication
- K3:** Define different modes of communication and their application in the industry
- K4:** Enlist specific business terms used in the industry
- K5:** Enlist the available funding sources
- K6:** Explain how to get loan to start a new business
- K7:** Explain market survey and its tools e.g: questionnaire, interview, observation etc
- K8:** Describe the market trends for specific product offering
- K9:** State the main elements of business plan
- K10:** Explain how to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile

072100986 Monitor and Control Plant Operations

Overview: This Competency Standard covers the competencies required to apply skills and knowledge to monitor and control processing plant as per manufacturing order, general housekeeping and maintenance of tools/equipment.

| Competency Units | Performance Criteria |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Monitor processing machines as per manufacturing order | P1. Ensure availability of all utilities P2. Ensure all parameters (temperature, Pressure etc.) P3. Check calibration and gauges |
| CU2. Ensure all control measures as per manufacturing order | P1. Take readings of all controlling parameters P2. Take online samples for quality checks |
| CU3. Respond to alarm, emergency preparedness and response procedures | P1. Make emergency preparedness team P2. Display team members name on different places P3. Response emergency as per industry SOP |
| CU4. Update status of tools/equipment | P1. Ensure implementation of (ICP) Internal Control Plan for all equipment. P2. Ensure equipment inventory system in place P3. Ensure usage of equipment's as per work instructions P4. Report to supervisor about any deviation |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Describe types of utilities
- K2:** Describe the importance of calibration.
- K3:** Describe Internal Control Plan (ICP).
- K4:** Explain inventory system for equipment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Demonstrate types of steam
- Describe working principles of Air compressors
- Perform Calibration
- Perform Internal control plan (ICP)
- Demonstrate Inventory System

Tools and Equipment Required

The tools and equipment required for this competency standard are given below:

- PLC, HMI,
- Graph charts
- Thermometers
- Log sheets

072100987 Complete Production Documentation

Overview: This Competency Standard covers the competencies required to apply skills and specific knowledge of production documents in accordance with the industry's approved guidelines and procedures. The trainee will be expected to perform all competencies as per manufacturing order. The underpinning knowledge will be sufficient to provide the basis to start work.

| Competency Units | Performance Criteria |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CU1. Maintain documentation as per manufacturing order/requirements | <p>P1. Ensure documentation of food processing of each batch</p> <p>P2. Maintain standard operating procedures and fill all the log books and other related Performa</p> <p>P3. Collect analysis reports and data sheet and handover to the person concerned after proper authentication, if required</p> |
| CU2. Prepare reports and data base | <p>P1. Summarize information in proper format for decision making.</p> <p>P2. Select appropriate record source that is authentic and relevant.</p> <p>P3. Follow instructions of the management for preparing reports and database.</p> <p>P4. Submit report to the management timely to make decisions</p> |
| CU3. Maintain all records of food processing and packaging | <p>P1. Perform manual inspections of packaging and processing as per procedure</p> <p>P2. Assist physical inventory cycle counts accordingly</p> <p>P3. Record and communicate with upper management</p> |
| CU4. Maintain record of equipment and batches | <p>P1. Perform manual inspection of equipment as per procedure</p> <p>P2. Ensure documentation after completion of each batch Maintain document after every repair or maintenance work</p> |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Explain job related standard operating procedures.
- K2:** Describe procedure of maintaining log books and other related Performa.
- K3:** Describe process of record keeping.
- K4:** Describe importance of on time communication.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Demonstrate record maintaining as per SOPs
- Maintain materials receiving record

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

- Files
- Note book
- Computer
- Printer

072100988 Perform Quality Assurance Measure for Food Products (microbiological, physical and chemical Measurements and Sensory Evaluation)

Overview: This Competency Standard covers the competencies required to check quality raw materials in accordance with the Current Good Manufacturing Practices (CGMP) as well as industry's approved guidelines and procedures. Quality assurance and control play an essential role in food processing process trainee will be expected to perform preventive measures for quality product as well as general housekeeping and maintenance of tools/equipment.

| Competency Units | Performance Criteria |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CU1. Apply basic microbiological methods to prove existence of microorganisms</p> | <p>P1. Perform total plate count (TPC) P2. Perform microbial test for detection of environmental hygiene indicators P3. Prepare culture media for different microbial tests P4. Perform Gram's staining test</p> |
| <p>CU2. Use measures to reduce microbiological cross-contamination</p> | <p>P1. Follow personal hygiene protocols during analysis P2. Disinfect lab and lab equipment before use</p> |
| <p>CU3. Perform proper weighing and mixing of ingredients</p> | <p>P1. Use calibrated scales for ingredients measurement P2. Ensure mixing of dry and wet ingredients separately</p> |
| <p>CU4. Conduct basic measurements of different food samples</p> | <p>P1. Perform pH test of food samples P2. Perform acidity test P3. Perform Brix test P4. Perform moisture test P5. Check temperature of samples</p> |
| <p>CU5. Perform actual preparation of acid-base titration</p> | <p>P1. Prepare stock solutions for titration P2. Perform Standardization of stock solution Prepare indicators for titration P3. Perform acid base titration as per procedure P4. Label the solutions with proper</p> |

| | |
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| | information of expiry and storage condition |
| CU6. Perform sensory evaluation of food products | <p>P1. Prepare sample for sensory evaluation as per product label</p> <p>P2. Perform sensory by using basic sensory principles</p> <p>P3. Perform differential testing for sensory evaluation (Hedonic, Triangle, 60/40, Scaling)</p> |
| CU7. Perform basic calculation | <p>P1. Prepare Molar/Normal solutions as per need</p> <p>P2. Prepare percent/parts per million (ppm) solution as per need</p> <p>P3. Calculate strength of different chemicals as per procedure</p> |

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Describe requirements to check quality of raw materials.
- K2:** Define microorganisms which are environment hygiene indicator.
- K3:** Explain different methods of microbe's detection.
- K4:** Define basic physical and chemical parameter for food.
- K5:** Calculate gram equivalent and molecular weight of chemicals.
- K6:** Define principle of acid base titration.
- K7:** Define key sensory attributes of food.
- K8:** Describe types of differential testing for sensory evaluation.

Critical Evidence (s) Required

The candidates need to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare stock solution
- Perform Acid-Base titration
- Describe physical and chemical parameters of food
- Perform microbial analysis
- Perform hedonic scale for sensory

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

- pH meter
- Moisture analyzer
- Connectivity meter
- Refractor meters
- Visco meter
- Oven
- Laminar air flow chamber
- Petri dish
- Distillation unit
- Thermometers
- Auto claves
- Microscope
- Water Bath
- Dispenser
- Fumes Hood
- Glass Ware
- Centrifugal Machine
- Soxhlet Apparatus

| LIST OF TOOL AND EQUIPMENT | | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| SR.NO | Tools | Required items for 24 candidates |
| 1. | Chiller | 1 Unit each |
| 2. | Compressors | 1 Unit |
| 3. | RO (reverse osmoses) system | 1 Unit |
| 4. | Refrigerator | 1 Unit each |
| 5. | Freezer | 1 Unit each |
| 6. | Incubators | 2 Unit |
| 7. | Stoves | 6 No. |
| 8. | Hydraulic lifters | 1 Unit each |
| 9. | Trolley | 1 Unit each |
| 10. | Double jacketed cattle | 1 Unit |
| 11. | Vacuum sealer | 1 Unit each |
| 12. | Shrink machine | 1.No |
| 13. | Cap sealer | 1 No. |
| 14. | Pressure canner | 1 No. |
| 15. | Pressure cooker | 2 No. |
| 16. | Baking Oven | 1 No. |
| 17. | Smoking trays | 6 No. |
| 18. | Meat grinder | 1 No. |
| 19. | Stuffer/linker | 1 No. |
| 20. | Brix refractometers (0-30,0-60,60-90° brix) | 1 No each. |
| 21. | Digital weighing balance (0.1 gm. 200gm) | 2 No. |
| 22. | Viscometer | 1 No. |
| 23. | Cabinet drier | 1 No. |
| 24. | Headspace gauge | 2 No. |
| 25. | pH meter | 2 Unit |
| 26. | Centrifuge | 1 No |
| 27. | Moisture meter | 1 No |
| 28. | Thermometer | 1 No |
| 29. | Colorimeter | 1 No |
| 30. | Texture meter | 1 No |
| 31. | Firefighting equipment , fire extinguisher types and uses, fire hydrants, smoke detector, SCABA (Self containing and birthing apparatus), fire Alarms, manual and automatic emergency haters, safety shower, safety | 2 unit each |

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| | harness, | |
| 32. | First aid kit | 1 No. |
| 33. | PPE – apron, face mask, gloves (chemical gloves, surgical, electrical & Steam gloves), gum shoes (rubber shoes) chemical suit, face shelled, safety helmet, air protectives, goggles | 24 No. |
| 34. | Computer system | 1 No. |
| TOOLS/SUPPLIES | | |
| 1. | Paring knives | 6 No. |
| 2. | Peelers | 6 No. |
| 3. | Measuring spoons | 6 Set |
| 4. | Measuring cups (solid) | 6 Set |
| 5. | Measuring cups (liquid) | 6 Set |
| 6. | Wrench, screw driver, belts, nuts and bolts, spanners (open, ring combinations) pliers, L-keys, star keys, stretched pliers, gas pipe | |
| 7. | Clocks/timer | 6 No. |
| 8. | Mixing bowls, stainless steel | 6 No. |
| 9. | Hard plastic chopping boards (white, blue, green) | 6 unit each |
| 10. | Jar liter | 24 No. |
| 11. | Food processor set | 2 No. |
| 12. | Wire baskets | 3 No. |
| 13. | Casseroles stainless steel | 3 No. |
| 14. | Saucepan, stainless steel | 6 No. |
| 15. | Spoons, wooden | 6 No. |
| 16. | Spoon, basting | 6 No. |
| 17. | Paddles, wooden | 6 No. |
| 18. | Food tongs | 6 No. |
| 19. | Steamer | 1 No. |
| 20. | Soaking container | 6 No. |
| 21. | Fermented containers | 2 No. |
| 22. | Utility trays | 6 No. |
| 23. | Colanders, stainless steel | 2 No. |
| PACKAGING MACHINERY | | |
| 1. | Automatic can opener | 1 No. |
| 2. | Can seam saw | 1 No. |
| 3. | Can seam counter sink | 1 No. |

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|-----|-----------------------------------------------------------|-------|
| 4. | Can seamer | 1 No. |
| 7. | Crown corking machine | 1 No. |
| 8. | Form fill seal machine (a) 3 side sealing (b) Pillow type | 1 No. |
| 10. | Horizontal packing machine | 1 No. |
| 11. | Twist wrap machine | 1 No. |
| 12. | Fold wrap machine | 1 No. |

| Sr. No. | Consumable Items | Quantity for 24 candidates |
|---------|--------------------------------|----------------------------|
| 1 | NaoH (PELLETS) | 3 Kg |
| 2 | HNO ₃ | 3 ltr |
| 3 | H ₂ SO ₄ | 2.5 ltr |
| 4 | Ethanol (Absolute) | 5 Ltr |
| 5 | Phenolphthalein | 1 Bottle (100 gm) |
| 6 | Burette Set | 6 No. |
| 7 | Pipette 1ml | 10 No. |
| 8 | Pipette 5ml | 10 No. |
| 9 | Pipette 10 ml | 10 No. |
| 10 | Pipette 10.94 ml | 5 No. |
| 11 | Auto sucker | 10 No. |
| 12 | Volumetric flask 100 ml | 5 No. |
| 13 | Volumetric flask 250 ml | 5 No. |
| 14 | Volumetric flask 500 ml | 5 No. |
| 15 | Volumetric flask 1000 ml | 5 No. |
| 16 | Measuring Cylinder 100 ml | 5 No. |
| 17 | Measuring Cylinder 500 ml | 5 No. |
| 18 | Measuring Cylinder 1000 ml | 5 No. |
| 19 | Reagent Bottles | 10 No. |
| 20 | Glass Beaker 50 ml | 5 No. |
| 21 | Glass Beaker 100 ml | 5 No. |
| 22 | Glass Beaker 250 ml | 5 No. |
| 23 | Glass Beaker 500 ml | 5 No. |
| 24 | Pycnometer | 5 No. |
| 25 | Capillary tube | 1 Box |
| 26 | Filter paper (90 mm) | 2 Box |
| 27 | Butyrometer 8 % | 5 No. |
| 28 | Butyrometer 40 % | 5 No. |
| 29 | Butyrometer 80 % | 5 No. |
| 30 | Lactometer | 10 No. |
| 31 | Rubber stoppers | 20 No. |
| 32 | China Dish | 10 No. |
| 33 | Iso amyl alcohol | 1 ltr |
| 34 | Test tube 20 ml | 20 No. |
| 35 | Thermometer (0-100 C) | 10 No. |
| 36 | Plate Count Agar | 1 box |
| 37 | Violet Red Bile Agar | 1 box |
| 38 | Potato Dextrose Agar | 1 Box |
| 39 | Swab Sticks | 1 Box |
| 40 | S-S Agar | 1 Box |

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|----------------------------------|-----------------------------|------------|
| 41 | Inoculating loops | 5 No. |
| 42 | Spirit lamp | 5 No. |
| 43 | Hexane | 2.5 ltr |
| 44 | CMC | 1 kg |
| 45 | Citric Acid | 1 kg |
| 46 | Pectin Powder | 1 kg |
| 47 | Sodium benzoate | 100 gm |
| 48 | KMS | 100 gm |
| 49 | Sodium Citrate | 100 gm |
| 50 | Baking Powder | 1 kg |
| 51 | Yeast (Sachet) | 50 No. |
| 52 | Baking Soda | 1 kg |
| COLORS | | |
| 53 | Caramel Liquid | 100 ml |
| 54 | Apple Green | 100 gm |
| 55 | Sunset Yellow | 100 gm |
| 56 | Apple Red | 100 gm |
| 57 | Cloudifying Agent | 250 ml |
| 58 | Lime YELLOW | 100 gm |
| FLAVORS | | |
| 59 | Apple | 250 ml |
| 60 | Strawberry | 250 ml |
| 61 | Mango Chaunsa | 250 ml |
| 62 | Chocolate | 250 ml |
| 63 | Vanilla | 250 ml |
| 64 | Orange | 250 ml |
| 65 | Pineapple | 250 ml |
| SPICES | | |
| 66 | Salt | 1 kg |
| 67 | Red Chili (Powder) | 1 kg |
| 68 | Black pepper (Powder) | 500 gm |
| 69 | Mix masala | 500 gm |
| 70 | Chicken Tikka Masala | 5 Box |
| 71 | Chicken Tandoori Masala | 5 Box |
| 72 | Chaat Masala | 5 Box |
| 73 | Chicken Cubes | 2 Box |
| Grocery/fruits/vegetables | | |
| 74 | Chicken, Beef, Mutton, Fish | 10 kg each |
| 75 | Fine Flour | 20 kg |
| 76 | Sugar | 50 kg |
| 77 | Cooking Oil | 10 ltr |
| 78 | Ghee | 5 kg |
| 79 | Peas | 10 kg |
| 80 | Lemon | 5 kg |
| 81 | Tomatoes | 10 kg |
| 82 | Potatoes | 10 kg |
| 83 | Green Chili | 2 kg |
| 84 | Capsicum | 2 kg |
| 85 | Carrot | 10 kg |
| 86 | Apple | 10 kg |
| 87 | Mango | 10 kg |
| 88 | Orange | 10 Dozen |
| 89 | Strawberry | 10 kg |
| 90 | Pineapple | 10 kg |
| 91 | Cheddar Cheese | 10 kg |
| 92 | Mozzarella Cheese | 10 kg |
| 93 | Skimmed Milk Powder | 1 Kg |
| 94 | Condensed Milk | 5 Jar |

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|-----|--------------------------------|--------|
| 95 | Fresh Milk | 20 ltr |
| 96 | Empty Metal Can (500 gm) | 25 No. |
| 97 | Empty Plastic Bottles (750 ml) | 50 No |
| 98 | Empty Glass Jars (500 gm) | 25 No. |
| 99 | Plastic Wrapping Sheet | 1 Roll |
| 100 | Aluminum Foil | 2 Roll |

CATEGORY -1: TOOLS & EQUIPMENT

| S.NO | DESCRIPTION |
|-------------|--------------------------------------------------------------|
| 1. | Auxiliary unit stoner (DNC/EV, ITALY) |
| 2. | Pilot plant for tomato juice production (THB/EV, ITALY) |
| 3. | Steam generator (SCT03/EV,ITALY) |
| 4. | Pilot plant for concentration of citrus juice(OMO/EV, ITALY) |
| 5. | Cream Separator(SCR,EV,ITALY) |
| 6. | Pilot plant for milk homogenizer n (ESA/EV, ITALY) |
| 7. | pilot plant for citrus juice extraction (ESA/EV,ITALY) |
| 8. | pilot plant for citrus juice extraction (ESA/EV,ITALY) |
| 9. | Washing unit of plant (LAV/EV,ITALY) |
| 10. | Accessory plant for packaging (CONF/EV,ITALY) |
| 11. | Sterilization autoclave(AVS/EV,ITALY) |
| 12. | Sealing/Capping machine (TPP-3/EV,ITALY) |
| 13. | Peeling-refiner unit (PAS/EV,ITALY) |
| 14. | Pulper-refiner unit (PAS/EV,ITALY) |
| 15. | Spray Drier Bench Type (FT 30-A Arm Field ,UK) |
| 16. | Heat Exchange Service Unit (HT 30X-A,UK) |
| 17. | Heat conduction unit (HT 10X-A,UK) |
| 18. | Sieving unit with sieve shaker(U-59986-25 Retchs,UK) |
| 19. | Ball mill, UK |
| S.NO | DESCRIPTION |
| 1. | Oven general purpose(0V160-07,AA.J.COPE,UK) |
| 2. | Bacteriological incubator(IN 425-45,A.J.COPE,UK) |
| 3. | Colony counter digital(CR 315-4.10,A.J.COPE,UK) |
| 4. | Compound microscope monopolar(MJ 187-20,A.J.COPE,UK) |
| 5. | Laboratory pasteurizer(FT43B-A-Issue 7 Arm Field,UK) |
| 6. | Thermostatic water bath(BJ 834-48-A.J.COPE.UK) |
| 7. | Ceramic hot plate with magnetic stirrer |
| 8. | Blender/Mixer |
| 9. | Triple beam balance(OHAUS 750SW,USA) |
| 10. | Bench type shaker(SE745 50,AJ,COPE,Germany) |
| 11. | Water still verification unit(WL 460-10 A.J.COPE,UK) |
| 12. | Digital moisture analyzer(OAHUS MB45,USA) |
| 13. | PH Meter (PJ860-49,A.J.COPE UK) |
| 14. | Hand Ph Meter |
| 15. | Spectorphotometer visible(SJ 36010,A.J,COPE,UK) |
| 16. | Refractrometer (RE106-17 A.J COPE.UK) |
| 17. | Lactometer(DA Series,AJ,COPE.UK) |

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| 18. | Hydrometer density(H.P SERIES,A.J,COPE,France) |
| 19. | Redwood viscometer(CAT 21-0305 Germany) |
| 20. | Hand viscometer |
| 21. | Automatic Tintometer(CS 7010,A.J COPE.UK) |
| 22. | Electrophoresis System (EL Series,A.j.COPE,UK) |
| 23. | Over head projector |
| 24. | Muffle furnace(FX 150-28 A.J.COPE,UK) |
| 25. | Centrifuge(1010 AJ.COPE.UK) |
| 26. | Magnetic stirrer(SM27,A.J.COPE.UK) |
| 27. | Pycnometer |
| 28. | Ballon density apparatus(Model T 616) |
| 29. | Turbidity meter(MODEL#6035) |
| 30. | Desicator(TS-550) |
| 31. | Electronic balance(ARC 120/3ECO) |
| 32. | Soxhelet Apparatus |
| S.NO | DESCRIPTION |
| 1. | Oven convection |
| 2. | Chopper |
| 3. | Cutting board |
| 4. | Steiner blue |
| 5. | Pink bowls |
| 6. | Plates-plastic |
| 7. | Chef knives |
| 8. | Measuring cup set |
| 9. | Spoon set |
| 10. | Peeler |
| 11. | Knife |
| 12. | Bottle opener |
| 13. | Oil brushes |
| 14. | Pizza cutter |
| 15. | Pizza lifter |
| 16. | Folks |
| 17. | Rolling pin |
| 18. | Spider spoon |
| 19. | Spice rack |
| 20. | Glass dishes |
| 21. | Baking trays |
| 22. | Cutter |
| 23. | Plates white glass |
| 24. | Serving spoon |
| 25. | Stoves |
| 26. | Stainless steel cooking pot |
| 27. | Kitchen king cooking pot with lid |
| 28. | WOK |
| 29. | Sauce pan with lid |
| 30. | Nonstick frying pan |
| 31. | Nonstick tawa |
| 32. | Pizza trays steel |
| 33. | Aprons |
| 34. | Spoon big |
| 35. | Dish spoon |
| 36. | Fridge(10 cubic feet) |

| S.NO | DESCRIPTION |
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| 1. | Set of knives |
| 2. | Sharpening stone |
| 3. | graters |
| 4. | Measuring scale |
| 5. | Refrigerator |
| 6. | Freezer |
| 7. | Pans(large,Medium,small) |
| 8. | Bowls |
| 9. | Measuring cups |
| 10. | Forks |
| 11. | Mixers(large, small) |
| 12. | Hand blenders |
| 13. | Toasters |
| 14. | Tin openers |
| 15. | Peelers |
| 16. | Potato cutter |
| 17. | Choppers |
| 18. | Mincing machine |
| 19. | Bone saw cutters |
| 20. | Beaters |
| 21. | Baking trays |
| 22. | Burners/stove |
| 23. | Ovens(convection) |
| 24. | Microwave oven |
| 25. | Grill |
| 26. | Steamer |
| 27. | Panini Machine |
| 28. | WOK |
| 29. | Blender heavy duty |
| 30. | Bread pans |
| 31. | Juicers |
| 32. | Juice extractor |
| 33. | Deep fryer |
| 34. | Rolling pins |
| 35. | Pastry brushes |
| 36. | Temperature probe |
| 37. | Manual pasta machine |
| 38. | Broacher scissors |
| 39. | Shape cutter |
| 40. | Lemon quizzer |
| 41. | Caramel molds |
| 42. | Pastry molds |
| 43. | ladles |
| 44. | colanders |
| 45. | Lemon zester |
| 46. | Parisen spoon(melon scooper) |
| 47. | Slice turners |
| 48. | Plates |
| 49. | Platters |
| 50. | Nozzle sets |
| 51. | Glass Jugs |
| 52. | Hand slicer(multi task machine) |

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| 53. | Steel strainer |
| 54. | Handy egg whipper |
| 55. | Gas lighters |
| 56. | Nonstick tawa |
| 57. | Lagan cooking pots |
| 58. | Small steel bowls |
| 59. | Wooden spoon set |
| 60. | Steel stands |
| 61. | Rice spoon |
| 62. | Dessert spoon |
| 63. | Dustbin |
| 64. | Storage containers |
| 65. | Steel tasla |
| 66. | Fruit basket(big size) |
| 67. | Fruit basket(small size) |
| 68. | Rubber spatula |
| 69. | Custard glass |
| 70. | Small trays for sauce serving |
| 71. | Spider spoon |
| 72. | Plastic storage box |
| 73. | Lassagnia tray glass(round) |
| 74. | Lassagnia tray glass(loof) |
| 75. | Shooters |
| 76. | Glass bowl small |
| 77. | Ketchup bottles |
| 78. | Cake levelers |
| 79. | Cake molds(loof,heart shape, round) |
| 80. | Cake mold set (3 pieces) |
| 81. | Revolving cake stand |
| 82. | Kabab cutters |
| 83. | Bread knives |
| 84. | Onion stand |

