a career for CASUAL & SEASONAL WORKERS in the Australian Food, Beverage and Pharmaceutical Industry

A Guide to Training & Finding Your Career Path

Welcome to your career in the food industry!

National Food Industry Training Council 1996
Introduction

Welcome to work in the food, beverage and pharmaceutical industry, Australia’s largest manufacturing industry.

There is a range of jobs available in the industry, and many opportunities to establish an interesting and rewarding career. Work in the industry is becoming highly skilled. The industry needs to develop a flexible workforce with skills and knowledge (competencies) which can be taken and used from one job, or one company, to another. The National Food Industry Training Council (NFITC) believes that training and career paths for casual and seasonal workers are vital and need to be supported.

You can make a career out of your job in the food industry.

This booklet will help you as a casual or seasonal worker to access training processes, and to have your workplace competencies recognised.
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**WELL** The Workplace English Language and Literacy Program

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A project undertaken by the National Food Industry Training Council as part of the National Literacy Program, Stage 4 Casual and Seasonal Workers Project.

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How does the food industry rate?

The Australian food industry employs 180,000 people in around 4,000 plants.

The food industry needs to increase the volume of products exported overseas, especially to Asia.

Many companies are changing the way in which work is done to meet international standards, for example, Quality Assurance. These changes are supported by training which has been designed to help you in your job.

The pie chart below shows where people are employed in the Australian food industry. You will work in one of these areas.

**Employment in the food industry:**

- **Bakery products**: 18%
- **Processed fruit and vegetables**: 7%
- **Dairy products**: 9%
- **Other foods (includes confectionery and seafoods)**: 20%
- **Meat products**: 29%
- **Flour and cereals**: 5%
- **Oil and fat manufacturing**: 1%
- **Beverages and malt**: 11%

Food, beverage and pharmaceutical processing is the largest part of Australia's manufacturing industry.
Finding out about training

In most cases, workers in the food industry find out about training through their manager or supervisor.

Other ways to find out about training might be to:

- ask your training manager, human resources manager, general manager or plant manager
- ask your production manager or supervisor
- if there is a consultative committee or training committee, ask if they have a training plan
- ask your union representative or at the union office
- ask training providers
- ask at the CES or other employment agencies
- contact the Food Industry Training Board in your state - see the back of this book.

Training is encouraged and supported by the food industry.
Working towards your career

The food industry needs casual and seasonal workers to process products when they are available, or when there is an increase in demand.

Examples are fruit canning at the end of the fruit season, or making hot cross buns at Easter time.

Your on the job training will involve any machines that you use and systems that are in place in the company.

This training is important and can count towards your Certificates in Food Processing. Workplace training and experience can be recorded in your Competency Record Book.

You might get points towards your Certificates for what you can already do.
Certificates made for you

The food industry has many sectors, such as dairy, meat, fruit and vegetables, confectionery, wine, and so on.

Each sector of the food industry has developed competency standards which list work requirements.

These form the basis for training in the Certificates in Food Processing.

The Certificates are made up of modules of training. The modules cover different areas like quality assurance or calculations, which add together to give you your Certificate. Each sector of the industry has agreed on Certificates with a common core of modules which must be completed.

These core modules fit with specialised modules from each sector of the food industry.

Companies in the food industry also have their own modules which are included in the Certificates.

The Certificates are recognised across all areas of the food industry.
The Certificates framework

<table>
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<tr>
<th>AQF Level</th>
<th>CORE MODULES</th>
<th>ELECTIVE MODULES</th>
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<tr>
<td></td>
<td>Food Industry Core Modules</td>
<td>Food Industry and Cross Industry Optional Modules</td>
</tr>
<tr>
<td></td>
<td>Common across the food industry</td>
<td>for example</td>
</tr>
<tr>
<td>Certificate 3 in Food Processing</td>
<td></td>
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</tbody>
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| 3 | • Hygiene & Sanitation D  
• Industrial Communications C  
• Occupational Health & Safety C  
• Quality Assurance C | • Calculations C | |
| Certificate 2 in Food Processing | | | |
| 2 | • Hygiene & Sanitation C  
• Hygiene & Sanitation B  
• Industrial Communications B  
• Occupational Health & Safety B  
• Quality Assurance B | • Calculations B  
• Cleaning & Sanitation B  
• Materials Handling B  
• Materials Handling C  
• Packaging B  
• Packaging C | |
| Certificate 1 in Food Processing | | | |
| 1 | • Calculations A  
• Hygiene & Sanitation A  
• Industrial Communications A  
• Occupational Health & Safety A  
• Quality Assurance A | • Packaging A  
• Materials Handling A | |

- You can complete a Certificate 1, 2 or 3 in Food Processing. These Certificates give you recognition as you develop competencies from entry to the food industry through to the equivalent of trades levels.
- Your points from modules in Certificates 1, 2 and 3 must add up to 900 for you to be awarded a Certificate 3.
- If you can show that you have the competencies to be covered through a module of training, there is no need for you to do the training. You can arrange to be assessed and awarded the full points value for the module.

These modules will depend on which sector of the food industry you are working in.

The sectors include meat, dairy, wine, fruit and vegetables, milling, baking, confectionery, pharmaceutical, poultry.

The company you are working with can develop own modules.
Your Competency Record Book

The Competency Record Book is a record of your competencies. These may be gained through training or workplace experience.

Your Competency Record Book can be used:

- as a record of your progress in the Certificates in Food Processing
- as a record of your competencies which will be recognised by other employers
- to assist entry to other training programs.

Spaces are provided in the Competency Record Book to record your workplace experience and the results of training. These are filled in by your workplace trainer and assessor or training provider. You should look after your Competency Record Book carefully.

Great!
Your competency record book tells me that you can run a packing line!

Information for employers and trainers is found in Part 1 of the Competency Record Book.
Finding your career path

Your career belongs to you. Just because you may not work the full year, or with the same company all of the time, doesn’t mean that you can’t have a career.

The Certificates in Food Processing allow you to see where you are, and what training or experience you need, to get to the next level. As you demonstrate competence in areas which are needed on the job you may move along your career path.

This will depend on job opportunities in your workplace.

This can lead to wage increases.

You could make up a “full time” job by working back to back seasons with local food industry companies, or travelling to other places in Australia. Your local CES might be able to tell you where seasonal workers are needed.

The Certificates in Food Processing give direction to your career.
Where does the path go?

Your career path follows the Australian Qualifications Framework (AQF).

The AQF is a pathway of credentials, or certificates, which apply across Australia to all training and education programs.

Already there are Certificates in Food Processing for levels 1, 2 and 3.

The career path is flexible and you can enter and exit at many points.

For example, depending on your workplace experience or past training, you might enter at Certificate 2.

If you want, you could follow the path to university, or you can leave at the point which suits you.

You can enter and exit the career path when it suits you.
## Training Terms

There are some new words which are used in competency based training and the Certificates in Food Processing. Some of these are explained here but if you need to know more then follow the suggestions for **Finding out about training** on page 5.

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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Assessment</td>
<td>The process of making a judgement about competency. Assessment may occur at many stages before and throughout training. Assessment is a joint process between the food industry assessor and the worker.</td>
</tr>
<tr>
<td>Assessor</td>
<td>A person who makes a judgement about competency. Assessors must meet the Competency Standards for Assessors, and must also be competent in the area in which they are assessing.</td>
</tr>
<tr>
<td>Australian Qualifications</td>
<td>This applies to all accredited programs of training. The Certificates in Food Processing cover levels 1, 2 and 3.</td>
</tr>
<tr>
<td>Framework (AQF)</td>
<td></td>
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<tr>
<td>Competency</td>
<td>The demonstration of knowledge and skills to workplace standards.</td>
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<tr>
<td>Competency Based Training (CBT)</td>
<td>This type of training is different to the past because it is based on what people can do, not how long they spend in training. The training is designed so that you can demonstrate competence in your workplace or under workplace conditions.</td>
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<tr>
<td>Competency Standard</td>
<td>The standard of performance required by industry in a particular job. These are developed by food industry workers with employers and unions through the NFITC.</td>
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<tr>
<td>Term</td>
<td>Description</td>
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<td>Consultative Committee</td>
<td>A group made up of employer and employee representatives that meets to make decisions about matters in the workplace.</td>
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<tr>
<td>Food Industry Sector</td>
<td>A part of the overall food industry, such as baking, dairy, wine, or fruit and vegetables, for example.</td>
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<tr>
<td>Food Industry Stream</td>
<td>A part of a food industry sector such as the fruit canning stream in the fruit and vegetable sector.</td>
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<tr>
<td>Learning Outcome</td>
<td>A part of a module. Each module has a number of learning outcomes.</td>
</tr>
<tr>
<td>Module</td>
<td>A part of a training program, usually covering one particular area like Occupational Health &amp; Safety, or Quality Assurance.</td>
</tr>
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<td>Recognition of Prior Learning (RPL)</td>
<td>This links what a person has learned through work and life experience and past training to the competency standards. This means that a person can be recognised as competent without having to undergo training.</td>
</tr>
<tr>
<td>Recognition of Current Competence (RCC)</td>
<td></td>
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<tr>
<td>Trainer</td>
<td>A person who provides training. Trainers must meet the competency standards for trainers.</td>
</tr>
<tr>
<td>Training Committee</td>
<td>A committee with the responsibility for training matters in the workplace.</td>
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Food Industry Training Boards and Councils

National Food Industry Training Council
PO Box 25, Roma Street
Brisbane QUEENSLAND 4003
Tel: (07) 3236 1919

Tasmanian Food Industry Training Board
PO Box 1030
Devonport TAS 7310
Tel: (004) 247 248

Queensland Food Industry Training Council
PO Box 10105
Brisbane QLD 4000
Tel: (07) 3839 6966

New South Wales Food Industry Training Council
PO Box 455
Leichhardt NSW 2040
Tel: (02) 564 6303

Victorian Food Industry Training Board
1024 - 1038 Lygon Street
Carlton North VIC 3054
Tel: (03) 9380 8322

South Australian Food & Beverage Industry Training Council
PO Box 248
Kent Town SA 5071
Tel: (08) 362 9066

Western Australian Food Industry Training Council
PO Box 75
Claremont WA 6010
Tel: (09) 384 4511

Meat Industry Training Advisory Committee
118 Great North Road
Five Dock NSW 2046
Tel: (02) 713 7639

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