
WINE SECTOR COMPETENCY STANDARDS: SUMMARY OF UNITS AND ELEMENTS

A summary of the units and elements of competency is included on the following pages. For further details, access the National Training Information Service website at <http://www.ntis.gov.au/>.

The full units of competency can be purchased as part of the Food Processing Industry FDF03 (Wine Sector) Package available from Australian Training Products.

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Core Units of Competency	
FDFCORFSYIA 1 2 3	<i>Follow work procedures to maintain food safety</i> Handle food safely Identify, control and report food safety hazards Comply with personal hygiene standards
FDFCORHSIA 1 2 3	<i>Follow work procedures to maintain health & safety</i> Identify, control & report OHS hazards Conduct work safely Follow emergency procedures
FDFCORQASIA 1 2	<i>Follow work procedures to maintain quality</i> Monitor quality of work outcome Identify & report unacceptable inputs and/or outputs
FDFCORWCMIA 1 2	<i>Communicate workplace information</i> Exchange verbal information Locate and use workplace information
FDFCORBM2A 1 2	<i>Use basic mathematical concepts</i> Apply basic mathematical concepts to calculate workplace information Apply basic mathematical concepts to estimate workplace information
FDFCORFSY2A 1 2 3	<i>Implement the food safety program and procedures</i> Implement the food safety program Participate in maintaining and improving food safety Comply with personal hygiene standards
FDFCORHS2A 1 2 3	<i>Implement occupational health and safety systems and procedures</i> Identify, control and report OHS hazards Conduct work safely Follow emergency response procedures
FDFCORQAS2A 1 2	<i>Implement quality systems and procedures</i> Monitor quality of work outcome Participate in maintaining & improving quality at work
FDFCORWCM2A 1 2 3	<i>Present and apply workplace information</i> Present information to suit workplace and audience requirements Respond to information requests Use and maintain workplace information
FDFCORHS3A 1 2 3 4	<i>Monitor the implementation of occupational health and safety policies and procedures</i> Ensure others in the work area are able to implement safe work practices Monitor observance of safe work practices in the work area Implement emergency response procedures to respond to a hazardous event Maintain and improve health and safety in the work area

<p>FDFCORQFS3A</p> <p>1 2 3 4</p>	<p>Monitor the implementation of quality and food safety programs</p> <p>Ensure others in the work area are able to meet quality and food safety requirements Monitor observance of quality standards and food safety programs in the work area Take corrective action in response to quality and food safety non-compliance Maintain and improve quality and food safety in the work area</p>
<p>FDFOPTRWP3A</p> <p>1 2 3</p>	<p>Report on workplace performance</p> <p>Identify recording and reporting requirements Maintain workplace information Maintain security of workplace information</p>

<p>Induction Unit of Competency</p>	
<p>FDFWIUINDB</p> <p>1 2 3 4 5</p>	<p>Perform effectively in the workplace (induction)</p> <p>Identify enterprise objectives and products Identify production streams and functions Identify workplace role and responsibilities Maintain work area to meet housekeeping standards Locate workplace information</p>

Bottling and Packaging Units of Competency

<p>FDFBPMANA</p> <p>1 2 3 4</p>	<p>Operate manual bottling and packaging processes</p> <p>Prepare to operate basic bottling and packaging equipment Operate and monitor manual bottling and packaging processes Shut down manual bottling and packaging processes Record information</p>
<p>FDFBPPALA</p> <p>1 2 3 4</p>	<p>Operate the palletising process</p> <p>Prepare to operate palletising equipment Operate and monitor the palletising process Shut down the palletising process Record information</p>
<p>FDFBPBCAA</p> <p>1 2 3 4</p>	<p>Operate the bottle capsuling process</p> <p>Prepare to operate bottle capsuling equipment Operate and monitor the bottle capsuling process Shut down the bottle capsuling process Record information</p>
<p>FDFBPBSUA</p> <p>1 2 3 4</p>	<p>Operate the bottle supply process</p> <p>Prepare to operate bottle supply equipment Operate and monitor the bottle supply process Shut down the bottle supply process Record information</p>
<p>FDFBPCEPA</p> <p>1 2 3 4</p>	<p>Operate the carton erection process</p> <p>Prepare to operate carton erection equipment Operate and monitor the carton erection process Shut down the carton erection process Record information</p>
<p>FDFBPCPPA</p> <p>1 2 3 4</p>	<p>Operate the carton packing process</p> <p>Prepare to operate carton packing equipment Operate and monitor the carton packing process Shut down the carton packing process Record information</p>
<p>FDFBPSEA</p> <p>1 2 3 4</p>	<p>Operate the bottle sealing process</p> <p>Prepare to operate bottle sealing equipment Operate and monitor the bottle sealing process Shut down the bottle sealing process Record information</p>
<p>FDFBPECOA</p> <p>1 2 3 4 5</p>	<p>Operate the electronic coding process</p> <p>Prepare to operate electronic coding equipment Input, store and retrieve data Operate and monitor the electronic coding process Shut down the electronic coding process Record information</p>

<p>FDFBPSPGA</p> <p>1 2 3 4</p>	<p>Operate traditional sparkling wine processes</p> <p>Prepare to operate traditional sparkling wine equipment Operate and monitor traditional sparkling wine processes Shut down traditional sparkling wine processes Record information</p>
<p>FDFBPTIRA</p> <p>1 2 3 4</p>	<p>Operate the tirage and transfer process</p> <p>Prepare to operate tirage and transfer equipment Operate and monitor the tirage and transfer process Shut down the tirage and transfer process Record information</p>
<p>FDFBPPECB</p> <p>1 2 3 4</p>	<p>Perform packaging equipment changeover</p> <p>Prepare to set multi-stage continuous packaging line Assemble, set and adjust multi-stage continuous packaging line Complete packaging line changeover Record information</p>
<p>FDFBPBFPB</p> <p>1 2 3 4</p>	<p>Operate the bottle filling process</p> <p>Prepare to operate bottle filling equipment Operate and monitor the bottle filling process Shut down the bottle filling process Record information</p>
<p>FDFBPLPB</p> <p>1 2 3 4</p>	<p>Operate the labelling process</p> <p>Prepare to operate labelling equipment Operate and monitor the labelling process Shut down the labelling process Record information</p>
<p>FDFBPSPFB</p> <p>1 2 3 4</p>	<p>Operate the softpack filling process</p> <p>Prepare to operate softpack filling equipment Operate and monitor the softpack filling process Shut down the softpack filling process Record information</p>

Cellar Door Sales Units of Competency

<p>THHBF09B</p> <p>1 2 3 4</p>	<p>Provide responsible service of alcohol</p> <p>Identify customers to whom service may be refused Prepare and serve alcoholic beverages responsibly Assist customers to drink within appropriate limits Assist alcohol affected customers</p>
<p>WRRCS2B</p> <p>1 2 3 4</p>	<p>Apply point of sale handling procedures</p> <p>Operate point of sale equipment Perform point of sale transactions Complete sales Wrap and pack goods</p>
<p>WRRCS3B</p> <p>1 2 3 4</p>	<p>Interact with customers</p> <p>Deliver service to customers Respond to customer complaints Receive and process sales orders Identify customers' special requirements</p>
<p>FDFCDSBDB</p> <p>1 2 3</p>	<p>Perform cellar door banking duties</p> <p>Process petty cash transactions Prepare banking documents Process non-cash transactions</p>
<p>FDFCDSBCB</p> <p>1 2</p>	<p>Process cellar door debtors and creditors</p> <p>Reconcile invoices for payment to suppliers and/or creditors Prepare invoices for debtors</p>
<p>FDFCDSEWB</p> <p>1 2 3 4</p>	<p>Evaluate wines (standard)</p> <p>Implement appropriate tasting conditions Identify key styles and grape varieties using sensory evaluation techniques Identify basic wine faults Communicate basic information about wine styles</p>
<p>FDFCDSSCPB</p> <p>1 2 3 4 5</p>	<p>Perform cellar door stock control procedures</p> <p>Receive and process incoming goods Rotate stock Participate in stocktake Reorder stock Dispatch goods</p>
<p>FDFCDSSPSA</p> <p>1 2 3 4 5 6 7</p>	<p>Sell cellar door products and services</p> <p>Develop product and service knowledge Approach customer Gather information Sell benefits Overcome objections Close sale Maximise sales opportunities</p>

<p>FDFCDSSTTA</p> <p>1 2 3 4 5</p>	<p>Conduct a standard product tasting</p> <p>Store and handle products Set up product tasting area Conduct product tastings Serve tasting samples Maintain product in optimum condition</p>
<p>FDFCDSWSTB</p> <p>1 2 3</p>	<p>Conduct winery and/or site tours</p> <p>Prepare for tour Conduct tour Evaluate and assess performance</p>
<p>FDFCDSWTB</p> <p>1 2 3</p>	<p>Promote wine tourism information</p> <p>Provide general overview of the Australian wine industry Provide general regional information Provide general information about the enterprise and its products</p>
<p>WRRFIB</p> <p>1 2</p>	<p>Balance register/terminal</p> <p>Remove takings from register or terminal Reconcile takings</p>
<p>WRRLP2B</p> <p>1 2</p>	<p>Minimise theft</p> <p>Apply routine store security Minimise theft</p>
<p>WRRMIB</p> <p>1 2 3 4 5</p>	<p>Merchandise products</p> <p>Place and arrange merchandise Prepare display labels or tickets Place, arrange and display price tickets and labels Maintain displays Protect merchandise</p>
<p>WRRCA5B</p> <p>1 2 3</p>	<p>Operate retail information technology systems</p> <p>Use store information technology system Edit and/or update information Solve problems</p>
<p>FDFCDSEVAB</p> <p>1 2 3 4</p>	<p>Evaluate wines (advanced)</p> <p>Identify specific wine characteristics using sensory evaluation techniques Identify specialised wine faults Compare Australian styles with key world wines Enhance consumer enjoyment of wine</p>
<p>FDFCDSPAB</p> <p>1 2</p>	<p>Coordinate promotional activities</p> <p>Coordinate product presentation and display Implement product pricing</p>
<p>FDFCDSSPTB</p> <p>1 2 3</p>	<p>Conduct a specialised product tasting</p> <p>Prepare for specialised product tastings Conduct specialised product tasting Evaluate and assess performance</p>

<p>FDFCDSWHB</p> <p>1 2 3 4 5</p>	<p>Coordinate winery hospitality activities</p> <p>Identify required hospitality activities Plan and organise hospitality activities Prepare for winery hospitality activities Implement hospitality activities Evaluate winery hospitality activities</p>
<p>WRRCS4B</p> <p>1 2 3 4</p>	<p>Coordinate interaction with customers</p> <p>Implement customer service standards Implement store policy regarding customer complaints Communicate with management Lead customer service team</p>
<p>WRRS3B</p> <p>1 2</p>	<p>Coordinate sales performance</p> <p>Implements sales policies and procedures Monitor achievement of sales targets</p>

Cellar Operations Units of Competency

<p>FDFCELAFB</p> <p>1 2 3 4</p>	<p><i>Prepare and make additions and finings</i></p> <p>Prepare additions and finings Make additions and finings Complete additions and finings Record information</p>
<p>FDFCELGASB</p> <p>1 2 3 4</p>	<p><i>Carry out inert gas handling operations</i></p> <p>Select gases appropriate to the task Prepare and use gases in winery operations Complete gas handling operations Record information</p>
<p>FDFCELOAKB</p> <p>1 2 3 4</p>	<p><i>Perform oak handling activities</i></p> <p>Use oak knowledge to complete production requirements Treat, store and repair oak Stack oak barrels and casks Record information</p>
<p>FDFCELTRFB</p> <p>1 2 3 4</p>	<p><i>Carry out transfer operations</i></p> <p>Prepare the transfer process for operation Operate and monitor the transfer process Shut down the transfer process Record information</p>
<p>FDFCELWAXB</p> <p>1 2 3 4</p>	<p><i>Prepare and wax tanks</i></p> <p>Prepare materials and tank for waxing Wax tanks Complete tank waxing activities Record information</p>
<p>FDFCELCRPB</p> <p>1 2 3 4</p>	<p><i>Operate the crushing process</i></p> <p>Prepare the crushing process for operation Operate and monitor the crushing process Shut down the crushing process Record information</p>
<p>FDFCELFERA</p> <p>1 2 3 4</p>	<p><i>Perform fermentation operations</i></p> <p>Prepare for fermentation operations Operate and monitor fermentation operations Complete fermentation operations Record information</p>
<p>FDFCELIONB</p> <p>1 2 3 4</p>	<p><i>Operate the ion exchange process</i></p> <p>Prepare the ion exchange process for operation Operate and monitor the ion exchange process Shut down the ion exchange process Record information</p>

<p>FDFCELLSA</p> <p>1 2 3 4</p>	<p>Perform single column lees stripping (continuous still brandy) operations</p> <p>Prepare the lees stripping process for operation Operate and monitor the lees stripping process Shut down the lees stripping process Record information</p>
<p>FDFCELMDA</p> <p>1 2 3 4</p>	<p>Perform must draining operations</p> <p>Prepare for must draining operations Operate and monitor must draining operations Complete must processing operations Record information</p>
<p>FDFCELPPB</p> <p>1 2 3 4</p>	<p>Operate the pressing process</p> <p>Prepare the pressing process for operation Operate and monitor the pressing process Shut down the pressing process Record information</p>
<p>FDFCELCSB</p> <p>1 2 3 4</p>	<p>Operate clarification by separation (centrifugation) process</p> <p>Prepare the clarification by separation (centrifugation) process for operation Operate and monitor the clarification by separation (centrifugation) process Shut down the clarification by separation (centrifugation) process Record information</p>
<p>FDFCELCULA</p> <p>1 2 3 4 5</p>	<p>Propagate and maintain wine cultures</p> <p>Prepare propagator(s) for use Prepare product for inoculation Maintain and monitor the propagation process Complete propagation activities Record information</p>
<p>FDFCELDCDA</p> <p>1 2 3 4</p>	<p>Perform dual column distillation (continuous still brandy) operations</p> <p>Prepare the dual column distillation process for operation Operate and monitor the dual column distillation process Shut down the distillation process Record information</p>
<p>FDFCELFDA</p> <p>1 2 3 4</p>	<p>Perform first distillation (pot still brandy) operations</p> <p>Prepare the first distillation process for operation Operate and monitor the first distillation process Shut down the distillation process Record information</p>
<p>FDFCELFFPB</p> <p>1 2 3 4</p>	<p>Operate the fine filtration process</p> <p>Prepare the fine filtration process for operation Operate and monitor the fine filtration process Shut down the fine filtration process Record information</p>

<p>FDFCELHECB</p> <p>1 2 3 4</p>	<p>Perform heat exchange operations</p> <p>Prepare the heat exchange process for operation Operate and monitor the heat exchange process Shut down the heat exchange process Record information</p>
<p>FDFCELHSB</p> <p>1 2</p>	<p>Handle spirits</p> <p>Use spirit knowledge to complete production requirements Record information</p>
<p>FDFCELPLFB</p> <p>1 2 3 4</p>	<p>Operate the pressure leaf filtration process</p> <p>Prepare the pressure leaf filtration process for operation Operate and monitor the pressure leaf filtration process Shut down the pressure leaf filtration process Record information</p>
<p>FDFCELRVFB</p> <p>1 2 3 4</p>	<p>Operate the rotary vacuum filtration process</p> <p>Prepare the rotary vacuum filtration process for operation Operate and monitor the rotary vacuum filtration process Shut down the rotary vacuum filtration process Record information</p>
<p>FDFCELSDA</p> <p>1 2 3 4</p>	<p>Perform second distillation (pot still brandy) operations</p> <p>Prepare the second distillation process for operation Operate and monitor the second distillation process Shut down the second distillation process Record information</p>
<p>FDFCELCCSB</p> <p>1 2 3 4</p>	<p>Operate the continuous clarification by separation (flotation) process</p> <p>Prepare the continuous clarification by separation (flotation) process for operation Operate and monitor the continuous clarification by separation (flotation) process Shut down the continuous clarification by separation (flotation) process Record information</p>
<p>FDFCELCONB</p> <p>1 2 3 4</p>	<p>Operate the concentration process</p> <p>Prepare the concentration process for operation Operate and monitor the concentration process Shut down the concentration process Record information</p>
<p>FDFCELDEOB</p> <p>1 2 3 4</p>	<p>Perform de-aromatising, de-alcoholising or de-sulphuring operations</p> <p>Prepare the de-aromatising, de-alcoholising or de-sulphuring process for operations Operate and monitor the de-aromatising, de-alcoholising or de-sulphuring process Shut down the de-aromatising, de-alcoholising or de-sulphuring process Record information</p>
<p>FDFCELRECA</p> <p>1 2 3 4</p>	<p>Perform rectification (continuous still) operations</p> <p>Prepare the rectification process for operation Operate and monitor the rectification process Shut down the rectification process Record information</p>

Laboratory Units of Competency

<p>FDFLABLETB</p> <p>1 2 3 4</p>	<p>Use basic laboratory equipment</p> <p>Prepare basic laboratory equipment for use Use basic laboratory equipment and techniques Complete equipment operation Record information</p>
<p>FDFLABMAEA</p> <p>1 2 3 4</p>	<p>Maintain aseptic environment</p> <p>Prepare aseptic environment Operate in an aseptic environment Maintain aseptic environment Record information</p>
<p>FDFLABBATA</p> <p>1 2 3 4</p>	<p>Perform basic analytical tests</p> <p>Prepare for testing Perform testing Complete testing Record information</p>
<p>FDFLABBMTA</p> <p>1 2 3 4</p>	<p>Perform basic microbiological tests</p> <p>Prepare to perform microbiological procedures Perform microbiological procedures Complete microbiological procedures Record information</p>
<p>FDFLABBPTA</p> <p>1 2 3 4 5</p>	<p>Perform basic packaging tests and inspections</p> <p>Identify requirements for packaging testing Prepare for testing Perform on-line packaging tests Complete on-line packaging tests Record information</p>
<p>FDFLABLSSB</p> <p>1 2 3</p>	<p>Prepare laboratory solutions and stains</p> <p>Get ready to prepare solutions and stains Prepare solutions and stains Record information</p>
<p>FDFLABPCMA</p> <p>1 2 3 4</p>	<p>Prepare and pour culture media</p> <p>Get ready to prepare culture media Prepare culture media Complete preparation of culture media Record information</p>
<p>FDFLABRLDA</p> <p>1 2 3</p>	<p>Record laboratory data</p> <p>Record and store laboratory data Interpret laboratory data Maintain accurate records</p>
<p>FDFLABSLSB</p> <p>1 2 3 4</p>	<p>Standardise laboratory solutions</p> <p>Prepare to standardise solution Standardise the solution Complete standardisation of solution Record information</p>

<p>FDFLABALDA</p> <p>1 2 3</p>	<p>Analyse laboratory data</p> <p>Perform laboratory calculations Analyse laboratory data Report results</p>
<p>FDFLABPQCA</p> <p>1 2 3 4 5</p>	<p>Perform packaging quality control procedures</p> <p>Identify requirements for packaging testing Prepare for testing Perform packaging tests Complete packaging tests Record information</p>
<p>FDFLABPSSB</p> <p>1 2 3 4 5</p>	<p>Prepare product or show samples</p> <p>Set up to prepare sample Prepare sample for bottling Bottle and package sample Complete sample preparation activities Record information</p>
<p>FDFLABCOMA</p> <p>1 2 3 4</p>	<p>Use computer technology for laboratory applications</p> <p>Access equipment Use application software Analyse data and document reports Complete software applications</p>
<p>FDFLABNRTA</p> <p>1 2 3 4</p>	<p>Perform non-routine or specialised tests</p> <p>Prepare for testing Perform testing Complete testing Record information</p>
<p>FDFLABTSHA</p> <p>1 2 3 4</p>	<p>Perform routine troubleshooting procedures</p> <p>Identify out of standard test equipment and/or process performance Identify causes of out of standard performance Initiate corrective action Record information</p>
<p>PML TEST 302 A</p> <p>1 2 3 4</p>	<p>Calibrate testing equipment and assist with its maintenance</p> <p>Perform setup and pre-use checks of laboratory equipment Perform calibration checks Assist with equipment maintenance Maintain records</p>
<p>PML TEST 400 A</p> <p>1 2 3</p>	<p>Perform instrumental tests/procedures</p> <p>Prepare sample Test sample Process data</p>

Wine Grape Growing Units of Competency

<p>FDFWGGCMBB</p> <p>1 2 3 4 5</p>	<p>Carry out basic canopy maintenance</p> <p>Prepare to carry out basic canopy maintenance activities Position the vine canopy Control exposure of crop to sunlight Complete canopy maintenance activities Record information</p>
<p>FDFWGGPGHB</p> <p>1 2 3 4</p>	<p>Pick grapes by hand</p> <p>Prepare to pick grapes Pick the grapes Complete picking operations Record information</p>
<p>FDFWGGPVHB</p> <p>1 2 3</p>	<p>Plant vines by hand</p> <p>Plant vines Complete planting operations Record information</p>
<p>FDFWGGVCB</p> <p>1 2 3 4</p>	<p>Take vine cuttings</p> <p>Prepare to take vine cuttings Take vine cuttings Complete vine cutting operations Record information</p>
<p>FDFWGGBGVB</p> <p>1 2 3 4</p>	<p>Bench graft vines</p> <p>Prepare to bench graft vines Bench graft vines Complete bench grafting activities Record information</p>
<p>FDFWGGCPOB</p> <p>1 2 3 4</p>	<p>Carry out potting operations</p> <p>Prepare for potting operations Pot on propagated material Carry out post-potting treatments Record information</p>
<p>FDFWGGDURB</p> <p>1 2 3 4</p>	<p>Dig up rootlings</p> <p>Prepare to dig up rootlings Dig up rootlings Complete digging operations Record information</p>
<p>FDFWGGHPVB</p> <p>1 2 3 4</p>	<p>Hand prune vines</p> <p>Prepare equipment for hand pruning Hand prune vines Complete hand pruning operations Record information</p>
<p>FDFWGGISMB</p> <p>1 2 3</p>	<p>Undertake irrigation systems maintenance activities</p> <p>Inspect irrigation system Maintain irrigation system Record information</p>

<p>FDWGGMCEB</p> <p>1 2 3 4 5</p>	<p>Maintain callusing environment</p> <p>Prepare callusing environment Prepare cuttings for callusing Maintain cuttings in callusing room Carry out post-callusing operations Record information</p>
<p>FDWGGPVCB</p> <p>1 2 3</p>	<p>Process vine cuttings</p> <p>Prepare to process cuttings Process cuttings Record information</p>
<p>FDWGGPVRB</p> <p>1 2 3 4</p>	<p>Process vine rootlings</p> <p>Prepare to process rootlings Process rootlings Prepare rootlings for dispatch Record information</p>
<p>FDWGGTCPB</p> <p>1 2 3 4</p>	<p>Tend containerised nursery plants</p> <p>Maintain nursery facilities Treat plants to maintain growth Carry out post-treatment operations Record information</p>
<p>FDWGGTVB</p> <p>1 2 3 4</p>	<p>Train vines</p> <p>Prepare for training Train the vines Complete training activities Record information</p>
<p>FDWGGCMSB</p> <p>1 2 3 4</p>	<p>Operate specialised canopy management equipment</p> <p>Prepare for canopy management activities Operate canopy management equipment Shut down canopy management equipment Record information</p>
<p>FDWGGFGVB</p> <p>1 2 3 4</p>	<p>Field graft vines</p> <p>Prepare to field graft vines Field graft vines Complete field grafting activities Record information</p>
<p>FDWGGICB</p> <p>1 2 3 4</p>	<p>Install irrigation components</p> <p>Prepare for installation of irrigation components Install irrigation components Complete installation activities Record information</p>
<p>FDWGGIPDB</p> <p>1 2 3 4</p>	<p>Identify and treat nursery plant disorders</p> <p>Identify and prepare to treat plant disorders Treat disorders Carry out post-treatment operations Record information</p>

<p>FDWGGIRB</p> <p>1 2 3 4</p>	<p>Deliver injection requirements</p> <p>Prepare equipment for operation Operate the injection process Shut down injection equipment Record information</p>
<p>FDWGGISB</p> <p>1 2 3 4 5</p>	<p>Operate the irrigation system</p> <p>Prepare the irrigation system for operation Operate the irrigation system Complete operation of the irrigation system Implement maintenance procedures for the irrigation system Record information</p>
<p>FDWGGMHSB</p> <p>1 2 3 4 5</p>	<p>Support mechanical harvesting operations</p> <p>Prepare for harvest support activities Collect grapes from harvester Transfer grapes to receival point Complete harvest support activities Record information</p>
<p>FDWGGMVTB</p> <p>1 2 3 4</p>	<p>Install and maintain vine trellis</p> <p>Prepare for trellising activities Erect and maintain trellises Complete trellising activities Record information</p>
<p>FDWGGPDDA</p> <p>1 2 3</p>	<p>Recognise disorders and identify pests and diseases</p> <p>Monitor vine health Assess symptoms of vine pests, diseases and disorders Report to appropriate personnel</p>
<p>FDWGGVEQB</p> <p>1 2 3 4</p>	<p>Operate vineyard equipment</p> <p>Prepare equipment for operation Operate equipment Complete operation of equipment Record information</p>
<p>FDWGGVPCB</p> <p>1 2 3 4</p>	<p>Perform vertebrate pest control activities</p> <p>Prepare for vertebrate pest control activities Carry out vertebrate pest control activities Complete vertebrate pest control activities Record information</p>
<p>RTC2706A</p> <p>1 2 3 4 5 6</p>	<p>Apply chemicals under supervision</p> <p>Follow instructions to check and maintain application and personal protective equipment Use application and personal protective equipment Apply chemicals Follow instructions to empty and clean equipment and containers according to directions Complete chemical records Transport, handle and store chemicals according to instructions and legislative requirements</p>
<p>RTC2309A</p> <p>1 2 3</p>	<p>Operate tractors</p> <p>Prepare tractor for operation Operate tractor Complete and check tractor operation</p>

<p>FDFWGGHWTB</p> <p>1 2 3 4</p>	<p>Carry out hot water treatment</p> <p>Prepare for hot water treatment Treat cuttings Carry out post-treatment procedures Record information</p>
<p>FDFWGGOCSB</p> <p>1 2 3 4</p>	<p>Operate nursery cold storage</p> <p>Prepare cold room for storage Operate cold room Shut down cold room Record information</p>
<p>FDFWGGSEB</p> <p>1 2 3 4</p>	<p>Operate spreading and seeding equipment</p> <p>Prepare equipment for operation Operate equipment Shut down equipment Record information</p>
<p>FDFWGGCBAB</p> <p>1 2 3 4</p>	<p>Apply chemicals and biological agents</p> <p>Prepare for spraying activities Carry out spraying activities Complete spraying activities Record information</p>
<p>FDFWGGCCMA</p> <p>1 2 3</p>	<p>Coordinate canopy management activities</p> <p>Prepare for canopy management activities Implement canopy management requirements Record information</p>
<p>FDFWGGCHAB</p> <p>1 2 3 4 5</p>	<p>Coordinate crop harvesting activities</p> <p>Prepare for hand picking activities Implement grape picking requirements Transfer grapes to receive point Complete hand picking operations Record information</p>
<p>FDFWGGCNAB</p> <p>1 2 3 4</p>	<p>Coordinate nursery activities</p> <p>Prepare to coordinate nursery activities Coordinate nursery activities Complete coordination of nursery activities Record information</p>
<p>FDFWGGFNAB</p> <p>1 2 3 4</p>	<p>Perform field nursery activities</p> <p>Prepare for field nursery planting Maintain field nursery vines Process field nursery rootlings for removal from nursery Record information</p>
<p>FDFWGGHPB</p> <p>1 2 3</p>	<p>Coordinate hand pruning activities</p> <p>Prepare for hand pruning activities Implement hand pruning requirements Record information</p>

<p>FDWGGISIB</p> <p>1 2 3 4</p>	<p>Implement an irrigation schedule</p> <p>Monitor vineyard for irrigation requirements Implement irrigation requirements Evaluate effectiveness of irrigation activities Record information</p>
<p>FDWGGMHB</p> <p>1 2 3 4</p>	<p>Operate a mechanical harvester</p> <p>Prepare for mechanical harvesting Operate mechanical harvester Complete mechanical harvesting operations Record information</p>
<p>FDWGGMNPB</p> <p>1 2 3 4 5</p>	<p>Monitor and maintain nursery plants</p> <p>Monitor environmental parameters Determine daily water requirements Implement treatments to promote plant growth Monitor the dispatch of stock Record information</p>
<p>FDWGGSPB</p> <p>1 2 3 4</p>	<p>Implement a soil management program</p> <p>Monitor vineyard soil management requirements Implement soil management program Evaluate effectiveness of soil management activities Record information</p>
<p>FDWGGSNAB</p> <p>1 2 3 4</p>	<p>Perform shed nursery activities</p> <p>Prepare cuttings for callusing Prepare and maintain callusing environment Prepare rootlings for customer or planting Record information</p>
<p>FDWGGVDDDB</p> <p>1 2 3 4</p>	<p>Monitor and control vine disorders and damage</p> <p>Monitor vine health Implement control measures Evaluate effectiveness of control activities Record information</p>
<p>RTF301IA</p> <p>1 2 3 4 5 6</p>	<p>Implement a plant establishment program</p> <p>Prepare to establish a planted area Coordinate establishment of the planted area Prepare the planting area Undertake planting operation Monitor the plant establishment program Complete program of works</p>

Optional Units of Competency	
FDFOPTCRM2A 1 2 3 4	Conduct routine maintenance Conduct routine inspection of plant and equipment Prepare to conduct routine maintenance Carry out routine maintenance Complete maintenance tasks
FDFOPTENV2A 1 2 3	Implement environmental policies and procedures Conduct work in accordance with environmental policies and procedures Participate in improving environmental practices at work Respond to an environmental emergency
FDFOPTENV3A 1 2 3 4	Monitor the implementation of environmental management policies and procedures Ensure others in the work area are able to implement environmental work practices Monitor observance of work procedures Implement emergency procedures to respond to hazardous events Maintain and improve environmental management in the work area
FDFOPTHCP3A 1 2 3 4	Participate in a HACCP team Prepare to develop and/or review a food safety program Identify and/or review food safety hazards Establish and/or review methods to monitor and control food safety hazards Establish and/or review food safety documentation, communication recording systems
FDFOPTIPP3A 1 2 3	Implement the pest prevention program Monitor the implementation of pest prevention measures Implement pest elimination procedures Review pest control programs
FDFOPTISP2A 1 2	Implement sampling procedures Prepare for sampling Collect samples
FDFOPTPAP3A 1 2 3	Participate in an audit process Participate in planning an audit Participate in conducting an audit Report and follow up audit outcomes
FDFOPTPIP3A 1 2 3 4 5	Participate in improvement process Identify opportunities for improvement Identify information requirements Analyse the issue of problem Recommend options for improvement Participate in implementing improvement proposals
FDFOPTTTG2A 1 2 3	Participate in work teams and groups Identify team objectives Participate in planning work activity Work tasks and roles are completed to meet team requirements

<p>FDFOPTTTG3A</p> <p>1 2 3</p>	<p>Lead work teams and groups</p> <p>Negotiate and communicate team objectives Plan the work activity Manage team work to achieve required outcomes</p>
<p>FDFZCSCIP2A</p> <p>1 2 3</p>	<p>Clean equipment in place</p> <p>Prepare for cleaning Operate and monitor the cleaning process Dispose of waste and return plant to operating condition</p>
<p>FDFZCSCS2A</p> <p>1 2</p>	<p>Clean and sanitize equipment</p> <p>Prepare for cleaning Clean and sanitize equipment to meet workplace requirements</p>
<p>FDFZPRSP3A</p> <p>1 2 3</p>	<p>Set up a production/packaging line for operation</p> <p>Prepare for line set up Set up the production line for operation Complete production line set up</p>
<p>FDFZPKSYS3A</p> <p>1 2 3 4 5</p>	<p>Operate processes in a packaging system</p> <p>Prepare the packaging system for operation Operate and monitor the packaging system Handover packaging system operation Shut down the packaging system Contribute to continuous improvement of the system</p>
<p>FDFZPRSYS3A</p> <p>1 2 3 4 5</p>	<p>Operate processes in a production system</p> <p>Prepare the production system for operation Operate and monitor the production system Handover production system operation Shut down the production system Contribute to continuous improvement of the production system</p>
<p>SUGPOBB2A</p> <p>1 2 3 4 5 6 7 8</p>	<p>Operate a boiler – basic</p> <p>Prepare the boiler for operation Start and monitor boiler operation Analyse and respond to abnormal performance Handover boiler operations Carry out an operational shutdown Shutdown the boiler and prepare for an internal inspection Store boiler in shutdown mode Record information</p>
<p>SUGPWWT2A</p> <p>1 2 3 4 5</p>	<p>Operate a waste water treatment system</p> <p>Prepare the waste water treatment process Operate and monitor the waste water treatment process Analyse and respond to abnormal performance Handover waste water treatment system Shutdown the waste water treatment system</p>

<p>BSBCMN107A</p> <p>1 2 3 4 5 6</p>	<p>Operate a personal computer</p> <p>Start computer and basic system information and features Navigate and manipulate desktop environment Organise basic directory and folder structures Organise files for use and/or organisational requirements Print information Shutdown computer</p>
<p>BSBCMN213A</p> <p>1 2 3</p>	<p>Produce simple word processed documents</p> <p>Use safe work practices Confirm document requirements Produce documents</p>
<p>BSBCMN306A</p> <p>1 2 3</p>	<p>Produce business documents</p> <p>Select and prepare resources Design document Produce document</p>
<p>BSZ401A</p> <p>1 2 3 4</p>	<p>Plan assessment</p> <p>Establish evidence required for a specific context Establish suitable assessment method(s) Develop assessment tools appropriate to a specific assessment context Trial assessment procedure</p>
<p>BSZ402A</p> <p>1 2 3 4 5 6 7 8</p>	<p>Conduct assessment</p> <p>Identify and explain the context of assessment Plan evidence gathering opportunities Organise assessment Gather evidence Make the assessment decision Record assessment results Provide feedback to persons being assessed Report on the conduct of the assessment</p>
<p>BSZ403A</p> <p>1 2 3</p>	<p>Review assessment</p> <p>Review the assessment procedure(s) Check consistency of assessment decision Report review findings</p>
<p>BSZ404A</p> <p>1 2 3 4</p>	<p>Train small groups</p> <p>Prepare for training Deliver training Provide opportunities for practices Review training</p>
<p>MEM 9.2A</p> <p>1 2</p>	<p>Interpret technical drawing</p> <p>Interpret technical drawing Select correct technical drawing</p>
<p>MEM 15.3A</p> <p>1 2 3 4</p>	<p>Use improvement processes in team activities</p> <p>Identify areas for improvement and/or solve problems Implement improvement strategy Monitor implementation of improvement Evaluate improvement</p>

MEM 18.1A 1	Use hand tools Use hand tools
MEM 18.2A 1	Use power tools/hand held operations Use power tools
PML TEST 300 A 1 2 3	Perform basic tests Receive, label and store samples for testing Prepare sample Perform tests on samples
RTE2205A 1 2 3	Fabricate and repair metal or plastic structures Prepare for fabrication and/or repair Assist with maintaining structures and facilities Complete fabrication and repair
RTC2301 A 1 2 3	Undertake operational maintenance of machinery Prepare for maintenance Perform scheduled maintenance Complete maintenance activities
RTC2304 A 1 2 3 4	Operate and maintain chainsaws Recognise and apply workplace safety procedures Check and maintain chainsaw Operate chainsaw Complete and check chainsaw operation
TDT A10 97B 1 2 3	Co-ordinate goods to bond premises Identify and list goods for bonding Arrange transfer of goods to bond store Prepare and issue bond list
TDT A11 97B 1 2	Package goods Select materials and pack and unwrap products Label packaged products/loads
TDT A12 97B 1 2 3	Pick and process orders Identify workplace order picking processes, policies and procedures Pick and despatch an order Record stock levels
TDTA1397B 1 2 3	Receive goods Identify workplace procedures and documentation requirements for the receipt of goods Check and inspect goods on arrival and complete workplace documentation Unload, unpack and store stock
TDTI497B 1 2 3	Use product knowledge to complete work operations Identify products in a subsection of a warehouse or other storage area Examine quality and report on products Use inventory and labelling systems to identify and locate products

<p>TDT A15 97B</p> <p>1 2 3</p>	<p>Complete receipt/despatch documentation</p> <p>Analyse order to identify work requirements to fill order Follow workplace order documentation processes Finalise documentation</p>
<p>TDTA1697B</p> <p>1 2 3 4</p>	<p>Use inventory systems to organise stock control</p> <p>Identify inventory and stock control systems in use in the workplace Use re-order procedures to maintain stock levels Organise cyclical stock counts and report discrepancies or variances Produce reports on record keeping and inventory functions</p>
<p>TDT A17 97B</p> <p>1 2 3 4 5</p>	<p>Apply product knowledge to organise work operations</p> <p>Identify and categorise products Match products to locations based on specified criteria Assist individuals to solve stock identification and location problems Identify appropriate transport and handling requirements Contribute to continuous improvement</p>
<p>TDTA1897B</p> <p>1 2 3</p>	<p>Organise despatch operations</p> <p>Plan and organise despatch operations Organise the storage and despatch of stock Complete documentation</p>
<p>TDTA1997B</p> <p>1 2 3</p>	<p>Organise receipt operations</p> <p>Plan and organise receipt operations Organise the storage of stock Complete documentation</p>
<p>TDT A20 97B</p> <p>1 2 3</p>	<p>Replenish stock</p> <p>Participate in stock rotation activities Interpret and fill replenishment request Complete stock replenishment</p>
<p>TDTA2197B</p> <p>1 2 3</p>	<p>Despatch stock</p> <p>Analyse order to identify work requirements Follow workplace order picking processes to prepare goods for despatch Complete despatch following workplace procedures and schedules</p>
<p>TDT A22 97B</p> <p>1 2 3 4</p>	<p>Participate in stocktake</p> <p>Prepare for stocktake Stocktake and count stock Identify stock discrepancies Complete documentation</p>
<p>TDT A24 97B</p> <p>1 2 3</p>	<p>Organise warehouse records operations</p> <p>Identify records management data bases, storage types and technologies Store warehouse records Use record management systems to retrieve information</p>
<p>TDT A26 98B</p> <p>1 2</p>	<p>Monitor storage facilities</p> <p>Determine site functions and operations Monitor storage operations</p>

<p>TDT A9 97B</p> <p>1 2</p>	<p>Complete and check import/export documentation</p> <p>Identify procedures required for documentation for import/export of goods Complete documentation to meet regulatory and workplace requirements</p>
<p>TDT B9 98B</p> <p>1 2 3</p>	<p>Check conveyor operational status</p> <p>Inspect conveyor system and work area Check equipment operational capability Identify, assess faults and report results of inspection and testing</p>
<p>TDTDI097B</p> <p>1 2 3 4 5</p>	<p>Operate a forklift</p> <p>Check forklift condition Drive the forklift Operate a forklift to handle loads Monitor site conditions Monitor and maintain forklift performance</p>
<p>TDT D11 97B</p> <p>1 2 3</p>	<p>Conduct specialised forklift operations</p> <p>Check attachments and worksite for suitability Select type of forklift and accessories for required workplace task Shift load and complete work</p>
<p>TDTDI97B</p> <p>1 2 3</p>	<p>Shift materials safely using manual handling methods</p> <p>Assess risks arising from the relocation of the load Plan load relocation Relocate load</p>
<p>TDT D22 98B</p> <p>1 2 3 4</p>	<p>Conduct weighbridge operations</p> <p>Set up for weighbridge operations Weigh loaded vehicles Weigh unloaded vehicles Complete weighbridge operations</p>
<p>TDT D2 97B</p> <p>1 2 3</p>	<p>Shift a load using manually-operated equipment</p> <p>Assess risks arising from the relocation of the load Plan load relocation Relocate load</p>
<p>TDTD397C</p> <p>1 2 3</p>	<p>Handle dangerous goods/hazardous substances</p> <p>Identify requirements for working with dangerous goods and/or hazardous substances Confirm site incident procedures Select handling techniques</p>
<p>TDT D4 97B</p> <p>1 2 3</p>	<p>Load and unload goods/cargo</p> <p>Load and unload goods/cargo Secure and protect load Complete documentation</p>
<p>TDTKI97B</p> <p>1 2 3 4</p>	<p>Use infotechnology devices and computer applications in the workplace</p> <p>Identify infotechnology/computer equipment and systems Set up and shut down equipment for use Input, store, retrieve and present files/data Implement workplace procedures for management and security of data</p>

<p>TDT Q7 98B</p> <p>1 2 3 4 5</p>	<p>Prepare and process financial documents</p> <p>Record and balance petty cash transactions Balance all transactions Rectify discrepancies as directed Prepare invoices for debtors Prepare and process banking documents</p>
<p>THHBF00B</p> <p>1 2</p>	<p>Clean and tidy bar areas</p> <p>Clean bar and equipment Clean and maintain public areas</p>
<p>THHBF01B</p> <p>1 2 3 4</p>	<p>Operate a bar</p> <p>Prepare bar for service Take drink orders Prepare and serve drinks Close down bar operations</p>
<p>THHBF03B</p> <p>1 2 3 4 5 6</p>	<p>Provide food and beverage service</p> <p>Prepare dining/restaurant area for service Prepare and set tables Welcome customers Take and process orders Serve and clear food and drinks Close down restaurant/dining area</p>
<p>THHBH01B</p> <p>1 2</p>	<p>Provide housekeeping services to guests</p> <p>Handle housekeeping requests Advise guests on room and housekeeping equipment</p>
<p>THHBH03B</p> <p>1 2 3</p>	<p>Prepare rooms for guests</p> <p>Set up equipment and trolleys Access rooms for servicing Make up beds</p>
<p>THHCOR02B</p> <p>1 2</p>	<p>Work in a socially diverse environment</p> <p>Communicate with customers and colleagues from diverse backgrounds Deal with cross cultural misunderstandings</p>
<p>THHGFA01B</p> <p>1 2</p>	<p>Process financial transactions</p> <p>Process receipts and payments Reconcile takings</p>
<p>THHGGA01B</p> <p>1 2</p>	<p>Communicate on the telephone</p> <p>Respond to incoming telephone calls Make telephone calls</p>
<p>THHGGA02B</p> <p>1 2 3</p>	<p>Perform office procedures</p> <p>Process office documents Draft written communication Maintain document systems</p>
<p>THHGHS02B</p> <p>1 2</p>	<p>Clean premises and equipment</p> <p>Select and set up equipment and materials Clean dry and wet areas</p>

<p>THTSOP06B</p> <p>1 2 3 4</p>	<p><i>Receive and process reservations</i></p> <p>Receive reservation request Record details of reservation Update reservations Advise others on reservations details</p>
<p>THTTCO01B</p> <p>1 2 3</p>	<p><i>Develop and update tourism industry knowledge</i></p> <p>Seek information on the tourism industry Source and apply information on legal and ethical issues which impact on the tourism industry Update tourism industry knowledge</p>