

Competency Standards for Caribbean Vocational Qualifications

CCPFH1004 CVQ Level 1 - Fish Handling and Processing

Unit Code	Unit Title	Mandatory/ Elective
FP00028	Meet workplace OSH requirements	Mandatory
FP00029	Apply food handling and safety practices in fish processing	Mandatory
FP00030	Communicate in the fish processing industry	Mandatory
FP00031	Clean fish/ shellfish by hand	Mandatory
FP00032	Pack and ice fish or shellfish	Mandatory
FP00033	Extract crustacean shellfish meat by hand	Mandatory
FP00034	Receive fish or shellfish	Mandatory
FP00035	Fillet fish by hand	Mandatory
FP00036	Dress and steak fish by hand	Mandatory
FP00037	Clean work area and equipment	Mandatory
FP00038	Prepare fish or shellfish for freezing and frozen storage	Elective
FP00039	Dress and loin fresh/ chilled fish by hand	Elective
FP00040	Fin and process crabs by hand	Elective
FP00041	Grade fish or shellfish by hand	Elective
FP00042	Defrost fish and shrimp	Elective
FP00043	Handle and stow fish or shellfish on board vessels	Elective

To achieve this qualification all mandatory units and a minimum of 2 electives must be achieved.

FP00028

Meet workplace OSH requirements

Unit Descriptor:

This unit deals with the skills and knowledge required for following defined occupational safety and health (OSH) policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Follow workplace procedures for hazard identification and risk control	1.1	Identify and report OSH hazards following workplace procedures
		1.2	Follow all workplace procedures and work instructions for controlling risks
		1.3	Carry out safety checks before operation of all machinery following company policy and manufacturer's guidelines
		1.4	Identify hazards prior to performing manual handling jobs and carry out safe manual handling techniques according to instructions and training
		1.5	Identify risks to workplace bystanders and take action to reduce risk following workplace procedures
		1.6	Report OSH issues to designated personnel according to workplace procedures and relevant OSH requirements
2	Follow appropriate emergency procedures	2.1	Follow workplace and standard operating procedures when dealing with accidents, fires, and other emergencies
		2.2	Use emergency equipment according to manufacturer specifications
		2.3	Notify appropriate authorities according to workplace policies
		2.4	Carry out post accident/fire/other emergency actions according to company policy and procedures

RANGE STATEMENT

Hazard identification includes:

- recognizing that a hazard exists
- housekeeping
- workplace inspections

OSH requirements include:

- maintaining clean, uncluttered, hygienic workplace
- following codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector
- safe lifting, carrying and handling techniques, including manual handling and the handling and storage of hazardous substances
- following procedures for the safe use, maintenance and storage of machinery, utensils, tools and equipment
- appropriate use, maintenance and storage of PPE

Post accident/fire/other emergency actions include:

- reporting mechanism
- completing company records/forms as required

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. Who are the designated personnel responsible for OSH within the workplace
2. Which are the local emergency services and how to contact them
3. What are the methods to control risks
4. What are the reasons for and purpose of workplace health and safety requirements
5. How to identify significant hazards in the workplace
6. How to handle hazardous substances and chemicals used in the workplace according to the Material Safety Data Sheet guidelines
7. What are the rights and responsibilities of the workplace parties under OSH Acts, regulations and codes of practice
8. What are workplace OSH procedures relevant to the work being undertaken
9. How to report hazards and risks
10. How to follow workplace procedures for acting in an emergency and post emergency situations

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- act in an accident/fire/emergency
- follow workplace procedures for hazard identification and control
- carry out post accident/fire/other emergency actions

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00029

Apply Food Handling and Safety Practices in Fish Processing

Unit Descriptor:

This unit deals with the skills and knowledge required for the handling and storage of seafood products destined for human consumption. It describes the work expectations associated with food safety procedures in the workplace.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Follow hygiene standards, procedures and practices	1.1	Wear suitable personal protective gear when working
		1.2	Maintain personal, place and product hygiene following workplace procedure and industry standards
		1.3	Keep workplace clean and tidy following workplace procedures
2	Handle and store seafood and other aquatic products	2.1	Handle and store seafood and other aquatic products in a manner that avoids damage, meets hygiene standards, avoids contamination and maintains the quality of the product
		2.2	Store seafood and other aquatic products at the required temperature, for required time, to maintain the product in optimal condition, following industry standards
3	Follow approved food safety program	3.1	Undertake all work activities according to the requirements of the approved food safety program
		3.2	Identify and report areas of risk in work area, following requirements of the approved food safety program
		3.3	Take corrective actions, within scope of responsibility, to minimize risk, according to the approved food safety program
		3.4	Report risks beyond the control to the appropriate person following workplace procedures
		3.5	Complete records according to workplace requirements

RANGE STATEMENT

Relevant government regulations, licensing and other compliance requirements include:

- workplace operations, policies and practices
- environmental hazard identification, risk assessment and control
- food safety, Hazard Analysis Critical Control Point (HACCP)
- hygiene and temperature control

Hazards and risks may include:

- biological/microbiological
- chemical
- physical

Handling and storage of seafood and other aquatic products include:

- appropriateness to product (e.g. fillets, whole fish, shell fish, frozen and live stock)
- prevention of quality deterioration (e.g. flesh-ripped, torn, squashed, product dropped or thrown)
- product time and temperature control
- appropriate wrapping and containment of product

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Hygiene programme includes:

- equipment/work area
- personal and personnel habits or hygiene
- product contamination and cross-contamination
- use and maintenance of PPE

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the relevant food safety principles and requirements applicable to aquatic food processing
2. What are the common hazards and sources of contamination in area of work
3. What are the workplace food safety recording requirements
4. What are the industry hygiene and food safety procedures
5. What are the legal and regulatory requirements pertaining to seafood production, storage, handling and packaging relevant to area of work
6. What are the occupational health and safety (OHS) requirements
7. What are the personal hygiene practices and clothing requirements relevant to area of work
8. How to handle seafood and aquatic products to prevent damage, spoilage and waste
9. How to identify hazards, contaminants and risks or control points
10. How to report food safety hazards and risks to appropriate personnel
11. What are the appropriate temperatures at which seafood and other aquatic products should be stored

EVIDENCE GUIDE**(2) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- identify common aquatic product food safety hazards in the work area
- maintain personal hygiene to minimize risk to seafood and seafood product safety
- handle and store seafood and aquatic product safely
- complete recording/reporting requirements

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00030

Communicate in the Fish Processing Industry

Unit Descriptor:

This unit deals with the skills and knowledge required for communicating effectively in the seafood industry. It describes the work expectations associated with following written notices, spoken messages, participating in workplace discussions to clarify issues, solve problems and consolidate working relations; and completing relevant workplace documents.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Perform routine workplace duties following written notices	1.1	Interpret written workplace notices and follow routine written instructions or procedures in identified sequence
		1.2	Seek clarification from workplace supervisor on all occasions when instructions or procedures are not understood
		1.3	Locate and interpret specific information relevant to purpose of work, following workplace procedures
2	Follow spoken messages	2.1	Gather required information verbally and follow instructions or procedures in appropriate sequence for task, in accordance with information received
		2.2	Seek clarification from workplace supervisor on all occasions when any instructions or procedures are not understood
3	Participate in discussion to clarify issues, solve problems or consolidate working relations	3.1	Attend team meetings on time following workplace procedures
		3.2	Conduct discussion with others in a courteous manner following industry procedures
		3.3	Ask and respond to questions about simple routine workplace procedures and matters according to workplace procedures
4	Complete relevant work related documents	4.1	Complete all forms relating to conditions of employment following workplace procedures
		4.2	Complete all forms documenting routine tasks following workplace procedures

RANGE STATEMENT

Discussion methods includes:

- verbal (e.g. face to face, telephone, electronic and via two-way radio)
- written (e.g. electronic, memos, instructions and forms)

Forms include:

- hazard/accident/incident report forms
- personnel forms
- safety reports
- shift reports/rosters
- telephone message forms

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the communication procedures and systems/technology relevant to the workplace and work responsibilities
2. How to communicate orally to clarify understanding and to participate in workplace meetings and discussions
3. How to complete relevant workplace forms as specified in the range of variables
4. How to operate communication equipment in the workplace relevant to work responsibilities

EVIDENCE GUIDE**(1) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- complete a range of routine tasks in the workplace complying with all displayed work-related notices
- participate effectively in interactive workplace communication
- record routine workplace data

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00031

Clean fish/shellfish by hand

Unit Descriptor:

This unit deals with the skills and knowledge required for gutting fish/shellfish by hand. It describes the work expectations associated with setting-up, scaling, gutting and washing fish/shellfish by hand.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to scale, gut and wash fish/shellfish	1.1	Wear suitable personal protective gear when working
		1.2	Confirm process specifications with supervisor
		1.3	Prepare work station to ensure conditions are suitable for defined task, in accordance with workplace procedures
		1.4	Obtain tools required to support the fish/shell fish cleaning operations
		1.5	Sharpen knife(s) into a condition suitable for achieving the required production specification
		1.6	Check fish to ensure it meets product specification
		1.7	Take corrective action in response to operating problems, following workplace procedures
2	Scale, gut and wash fish/shellfish by hand	2.1	Scale fish or scrape and remove hair from shellfish and wash fish/shellfish following industry guidelines
		2.2	Remove fins from fish as necessary, following industry guidelines
		2.3	Transfer fish/shellfish to gutting station according to workplace procedures
		2.4	Remove gills and entrails from fish and wash following industry guidelines
		2.5	De-head and remove entrails from shellfish and wash following industry guidelines
		2.6	Achieve specified required rate of production, according to workplace procedures
		2.7	Handle and store fish in a manner which maintains food safety, quality and condition, in accordance with industry procedures

3	Finish fish/shellfish cleaning operations	3.1	Dispose of waste material according to regulatory requirements
		3.2	Clean and sanitize tools following workplace procedures
		3.3	Sharpen knives as required to maintain their effectiveness as a cutting tool, in accordance with manufacturer's instructions
		3.4	Prepare equipment and work station for future use according to workplace procedures
		3.5	Complete any necessary records following workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- head gear and hair restraints
- footwear as defined by industry

Work station includes:

- cutting boards
- washing facilities
- product storage utensils
- waste disposal receptacles

Tools and equipment include:

- knives
- scalers/scrapers
- sharpening tools and equipment
- draining trays and pans

Production specification includes:

- identifying fish
- process
- quality requirements (workmanship)

Operating problems include:

- poor quality fish and shellfish
- problems with tools- malfunction/broken, dull
- problems with facilities- poor lighting, in adequate water supply, lack of /absence of ice

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what are the implications if they are not followed
2. What is the importance of wearing personal protective gear when cleaning fish/shellfish by hand
3. Why it is important to use potable water to clean fish
4. How to sharpen, maintain and store knives

5. How to clean other tools
6. How to obtain and interpret the relevant process specification
7. How to prepare and maintain work stations in a condition suitable for the fish/shellfish cleaning operation
8. What is the basic anatomy and morphology of fish and shellfish
9. How to scale, gut and wash fish to effectively remove all internal organs while retaining intrinsic attributes
10. What is the significance of early removal of the entrails
11. How to assess the quality of whole and gutted clean fish/shellfish
12. How to deal with fish/shellfish that are not fit for human consumption
13. What are the common quality problems associated with gutting and cleaning and their likely causes
14. What action to take when the process specification is not met
15. Why is it important to dispose of waste correctly
16. What are the limits of authority and competence and why it is important to work within those limits
17. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work station to ensure conditions are suitable for cleaning fish/shellfish
- scale, de-fin, de-head, wash and effectively clean gut cavity
- achieve specified required rate of production
- handle and store fish in a manner which maintains food safety, quality and condition

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, practical demonstration of tasks and functions and oral and written questioning.

Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00032

Pack and Ice Fish or Shellfish

Unit Descriptor:

This unit deals with the skills and knowledge required for packing and icing of fish or shellfish. It describes the work expectations associated with setting-up and preparing packing areas and packing and icing fish or shellfish.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

- | | | |
|---|-------------------------------|--|
| 1 | Prepare to ice fish/shellfish | <ul style="list-style-type: none"> 1.1 Wear suitable personal protective gear when working 1.2 Obtain packing specifications from supervisor 1.3 Prepare work area into a condition suitable for packing and icing fish/shellfish, following workplace procedures 1.4 Set-up and check accuracy of weighing equipment, following manufacturer's instructions 1.5 Obtain ice and packaging materials to meet requirements of packing specification 1.6 Obtain fish/shellfish to meet requirements of packing specification |
| 2 | Pack and ice fish/shellfish | <ul style="list-style-type: none"> 2.1 Take corrective action in response to operating problems, following workplace procedures 2.2 Pack and ice fish/shellfish according to given packing specifications 2.3 Handle fish/shellfish in a manner which maintains quality and condition, following industry procedures and standards 2.4 Maintain condition of work area throughout packing process according to industry standards 2.5 Close and seal packaging according to specifications 2.6 Label packaged product for dispatch, following workplace procedures 2.7 Transfer packaged product to the next stage following workplace procedures |
| 3 | Finish icing process | <ul style="list-style-type: none"> 3.1 Dispose of waste according to regulatory requirements 3.2 Prepare equipment and work area for future use following workplace procedures 3.3 Complete all records according to workplace procedures |

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- insulated garments as required
- aprons
- head gear and hair restraints
- footwear as defined by industry

Weighing equipment includes:

- platform scales
- hanging scales

Types of ice includes:

- crushed ice
- chip ice
- flake ice

Packing specification includes:

- identifying fish/shellfish/fish products to be packed
- quantity
- quality
- icing requirements

Packaging materials include:

- plastic bags
- boxes (insulated and un-insulated)
- labels
- tape

Operating problems include:

- problems with material – poor quality/condition, wrong cutting techniques used
- problems with equipment - malfunction/ broken
- problems with product – appearance, taste and texture not up to standard, inappropriate packaging

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what are the consequences if they are not followed
2. What are the facilities required to pack and ice fish/shellfish
3. How to obtain and interpret packing specifications
4. How to identify fish/shellfish species and fish/shellfish products
5. How to recognise the quality of fresh fish/shellfish and fish/shellfish products
6. How is icing used to maintain the quality of chilled fish/shellfish
7. What are the different types of ice and their appropriateness for packing fish/shellfish
8. How to assess the quality of ice used in the icing of fish/shellfish
9. What ratio of ice is required to maintain the quality of fish/shellfish during distribution
10. How to set-up weighing equipment for use
11. How fish/shellfish must be handled to maintain quality
12. How to assess the condition of packaging materials
13. How and why it is important to seal packaging
14. How is labelling and traceability relevant to dispatch
15. What action to take when the process specification is not met
16. Why is it important to dispose of waste correctly
17. What are the limits of authority and competence and why it is important to work within those limits
18. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(3) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work area into a condition suitable for packing and icing fish/shellfish
- pack and ice fish/shellfish according to given packing specifications
- close and seal packaging according to specifications
- locate and label packaged product ready for dispatch

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00033

Extract Crustacean Shellfish Meat by Hand

Unit Descriptor:

This unit deals with the skills and knowledge required for extracting crustacean shellfish meat by hand. It describes the work expectations associated with preparation and as well as extracting shellfish meat by hand.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to extract crustacean shellfish meat by hand	1.1	Wear suitable personal protective wear when working
		1.2	Confirm crustacean shellfish meat extraction specification with supervisor
		1.3	Obtain tools and equipment required to support extraction operations
		1.4	Prepare work station to ensure conditions are suitable for extraction, following workplace procedures
		1.5	Confirm condition of tools and equipment is suitable for achieving required production specification
		1.6	Obtain crustacean shellfish to meet required specification
2	Extract crustacean shellfish meat by hand	2.1	Extract meat according to industry procedures
		2.2	Remove and discard shellfish organs, following workplace procedures
		2.3	Check yields and quality requirements against industry specification
		2.4	Check extracted meat for unwanted shell content
		2.5	Maintain specified rate of production in accordance with workplace procedures
		2.6	Handle and store shellfish meat in a manner which maintains food safety, quality and condition, following industry procedures
		2.7	Maintain condition of work area throughout process, according to workplace procedures
		2.8	Maintain sanitary condition of tools and equipment following industry procedures
		2.9	Transfer product to the next stage in the manufacturing operation according to workplace procedures
		2.10	Take corrective action in response to operating problems, according to workplace procedures

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|---|----------------------------------|-----|---|
| 3 | Finish shellfish meat extraction | 3.1 | Deal with materials that can be re-cycled or re-worked following workplace procedures |
| | | 3.2 | Dispose of waste material according to regulatory requirements |
| | | 3.3 | Prepare equipment and work station for future use following workplace procedures |
| | | 3.4 | Complete all records following workplace procedures |

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Crustacean shellfish includes:

- crab
- lobster
- shrimp or prawns

Work station includes:

- work surface
- product storage facilities
- waste disposal

Meat extraction specification includes:

- species
- yields
- method of extraction
- quality requirements

Shell includes:

- body (tails)
- claws
- legs of shellfish

Tools and equipment include:

- weighing equipment
- ultra violet lights
- hand tools

Operating problems include:

- poor quality shellfish
- problems with tools – malfunction/broken, dull
- problems with facilities- poor lighting, in adequate water supply, absence of or insufficient supply of ice

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions; and what are the consequences if they are not followed
2. How to obtain and interpret the relevant process and quality specifications
3. What tools and equipment are required to support hand extraction of crustacean shellfish meat
4. How to prepare and maintain work stations in a condition suitable for crustacean shellfish meat extraction

5. How to maintain tools and equipment in a condition suitable extracting crustacean shellfish meat
6. How to identify commonly used crustacean shellfish species
7. What is the anatomy of crustacean shellfish species including those parts of the shellfish that must be discarded
8. How to extract shellfish meat efficiently to maximise yield
9. How to and why it is important to remove all shell parts from meat
10. How to check for pieces of shell in extracted shellfish meat
11. How to deal with crustacean shellfish which is not fit for use
12. What action to take when the process specification is not met
13. What are the parts of the crustacean shellfish that can be re-worked and re-cycled
14. Why is it important to dispose of waste correctly
15. What are the limits of authority and competence and why it is important to work within those limits
16. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare workstation and obtain tools required to support crustacean shellfish meat extraction operations
- extract meat from shell according to industry procedures
- remove and discard shells and shellfish organs, following workplace procedures
- maintain specified rate of production in accordance with workplace procedures
- handle and store crustacean shellfish meat in a manner which maintains food safety, quality and condition

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00034

Receive Fish or Shellfish

Unit Descriptor:

This unit deals with the skills and knowledge required for the receipt of fish or shellfish. It describes the work expectations associated with preparation for shellfish receipt as well as taking in fish/shellfish from transportation vehicle.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to receive fish or shellfish	1.1	Wear suitable personal protective gear when working
		1.2	Confirm receiving specifications from supervisor
		1.3	Prepare work area into a condition suitable for receiving fish or shellfish, following workplace procedures
2	Receive fish or shellfish from transportation vehicle	2.1	Check condition of transportation vehicle against specification
		2.2	Check condition of packaging against specification
		2.3	Confirm receipt specification and tag fish or shellfish accurately according to workplace procedures
		2.4	Handle and store fish or shellfish during receipt in a manner which maintains quality and condition, following industry procedures
		2.5	Maintain condition of work area throughout receiving process in accordance with industry procedures and standards
		2.6	Transfer fish or shellfish to the next stage in the process according to workplace procedures
		2.7	Take corrective action to control any non-conforming products following supervisor's instructions
3	Finish receiving process	3.1	Take effective action in response to operating problems following supervisor's instructions
		3.2	Dispose of waste according to industry procedures
		3.3	Prepare equipment and work area for next receipt
		3.4	Complete all records according to workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- head gear and hair restraints
- footwear as defined by industry

Receiving specification includes:

- temperature of product
- size
- quality
- species verification
- labelling requirements

Packaging includes:

- containers
- wraps
- bags
- tags

Operating problems include:

- problems with packaging material – inappropriate, damaged
- problems with equipment - malfunction/ broken
- problems with product– appearance, taste and texture not up to standard, inappropriate packaging

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what are the implications if they are not followed
2. How to obtain and interpret the receiving specifications
3. How to identify fish or shellfish species
4. How to prepare and maintain work areas used for the receipt of fish or shellfish
5. How to check the storage condition of vehicles
6. How to recognise fish or shellfish quality
7. What are the common quality problems
8. What are the considerations relating to temperature, quality, freshness, condition and labelling
9. What is the importance of following organisational receiving procedures
10. What action to take when the process specification is not met
11. Why is it important to dispose of waste correctly
12. What are the limits of authority and competence and why it is important to work within those limits
13. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- check the storage condition of transportation vehicle against receipt specification
- check condition of packaging against receipt specification
- confirm intake specification and tag fish or shellfish accurately according to workplace procedures

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00035

Fillet fish by hand

Unit Descriptor:

This standard is about filleting fish by hand. It describes the work expectations associated with setting-up and filleting fish manually using a knife.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

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| 1. Prepare to fillet fish by hand | 1.1 | Wear suitable personal protective gear when working |
| | 1.2 | Confirm filleting specification with supervisor |
| | 1.3 | Obtain tools and utensils required to support planned filleting operations, in accordance with workplace procedures |
| | 1.4 | Prepare work station to ensure conditions are suitable for hand filleting, following workplace procedures |
| | 1.5 | Sharpen knife into a condition suitable for achieving required filleting and processor's specification |
| | 1.6 | Obtain fish to meet required filleting specification |
| 2. Fillet fish by hand | 2.1 | Fillet fish to achieve optimum product yield according to specifications and quality requirements |
| | 2.2 | Remove pin bones and bloodline from fillet following workplace procedures |
| | 2.3 | Trim fillets to achieve specified appearance requirements |
| | 2.4 | Rinse and sort fillets following workplace procedures |
| | 2.5 | Achieve required rate of production in accordance with workplace procedures |
| | 2.6 | Handle and store fillets in a manner which retains quality and ensures food safety in accordance with good manufacturing practices |
| | 2.7 | Maintain condition of work station throughout the process, following workplace procedures |
| | 2.8 | Transfer the product to the next stage in the processing operation in accordance with workplace procedures |
| | 2.9 | Take effective action in response to operating problems, in accordance with workplace procedures |

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| 3. | Finish hand filleting | 3.1 | Deal with materials that can be re-cycled or re-worked according to workplace procedures |
| | | 3.2 | Dispose of waste material according to regulatory requirements |
| | | 3.3 | Clean and sanitize tools and utensils following workplace procedures |
| | | 3.4 | Sharpen knives as required to maintain their effectiveness as a cutting tool, according to manufacturer's instructions |
| | | 3.5 | Store knives when not in use, following workplace procedures |
| | | 3.6 | Prepare equipment and work station for future use after the completion of the process, following workplace procedures |
| | | 3.7 | Complete all records following workplace procedures |

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Tools and utensils includes:

- knives
- sharpening tools
- draining trays and pans

Work station includes:

- filleting/cutting boards
- product storage facilities
- product storage containers/utensils
- waste receptacles

Filleting specification includes:

- specification identifying fish
- cut type – single and double fillets and their modifications
- skinned and un-skinned fillets
- quality requirements

Operating problems include:

- poor quality fish and shellfish
- problems with tools- malfunction/broken, dull
- problems with facilities- poor lighting, in adequate water supply, absence of or inadequate ice

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the organisational health and safety, hygiene and environmental standards and instructions and the implications if they are not followed
2. What is the importance of wearing personal protective gear when hand filleting
3. How to sharpen, maintain and store knives
4. How to obtain and interpret the relevant process and quality specifications
5. How to identify commonly used fish species
6. How to prepare and maintain work stations in a condition suitable for hand filleting
7. How to fillet round fish and flat fish efficiently to maximise yield
8. What is the muscle and/or skeletal structure of commonly processed round and flat fish
9. What are the cuts needed to produce single and double fillets and their modifications
10. How to prepare skinless fillet, remove pin bones and bloodline
11. How to assess the quality of whole fish and fish fillets
12. How to deal with fish that is not fit for human consumption
13. What are the common quality problems associated with hand filleting and likely causes
14. What is the importance of accuracy during filleting
15. What action must be taken when the process specification is not met
16. What parts of the filleted fish frame can be reworked and recycled
17. Why is it important to dispose of waste correctly
18. What are the limits of authority and competence and why it is important to work within those limits
19. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work station to ensure conditions are suitable for hand filleting
- fillet fish to achieve required product specifications including yield and quality requirements
- trim fillets to achieve specified appearance requirements
- handle and store fish and fish products in a manner which retains quality and ensures food safety in accordance with good manufacturing practices

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00036

Dress and Steak Fish by Hand

Unit Descriptor:

This standard is about dressing and cutting fresh_fish into steaks, by hand. It describes the work expectations associated with the preparation activities for dressing and steaking fish as well as carrying out this operation manually using a knife.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

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| 1. Prepare to dress and steak fish by hand | <ul style="list-style-type: none"> 1.1 Wear suitable personal protective gear when working 1.2 Confirm dressing and steaking specifications with supervisor 1.3 Obtain tools and equipment required to support dressing and steaking operations, in accordance with workplace procedures 1.4 Prepare work station to ensure conditions are suitable for dressing and steaking of fish, following workplace procedures 1.5 Sharpen knives into a condition suitable for achieving clean and smooth cuts, following processor's specifications 1.6 Obtain fish to meet required steak specification |
| 2. Dress fish by hand | <ul style="list-style-type: none"> 2.1 Dress fish to achieve specification and quality requirements 2.2 Wash and drain fish, according to workplace procedures, to remove any traces of fins or undesirable scraps of material 2.3 Transfer the product to the next stage in the process in accordance with workplace procedures |
| 3. Steak fish by hand | <ul style="list-style-type: none"> 3.1 Cut fish into steaks to achieve specified size and appearance requirements 3.2 Handle fish in a manner that retains quality and ensures food safety in accordance with industry standards 3.3 Achieve required rate of production in accordance with workplace procedures 3.4 Maintain condition of work station throughout the process, following workplace procedures 3.5 Place steaks intended for chilling or freezing in protective wraps, place into containers and transfer to chilled or |

frozen storage, following workplace procedures

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|---|---|-----|---|
| 4 | Complete fish dressing and steaking operation | 4.1 | Handle and store steaks in a manner which retains quality and ensures food safety in accordance with good manufacturing practices |
| | | 4.2 | Deal with materials that can be re-cycled or re-worked according to workplace procedures |
| | | 4.3 | Dispose of waste material according to regulatory requirements |
| | | 4.4 | Clean and sanitize knives and other utensils following workplace procedures |
| | | 4.5 | Sharpen knives as required to maintain their effectiveness as a cutting tool, according to manufacturer's instructions |
| | | 4.6 | Store knives when not in use, following workplace procedures |
| | | 4.7 | Prepare equipment and work station for future use after the completion of the process, following workplace procedures |
| | | 4.7 | Complete all records following workplace procedures |

RANGE STATEMENT

Personal protective wear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Tools and equipment includes:

- knives
- fish scissors
- sharpening tools
- draining trays and pans

Work station includes:

- filleting/cutting boards
- product storage facilities
- product receptacles
- waste receptacles

Dressing specification includes:

- identifying fish for steaking
- removal of fins
- belly cut
- quality requirements

Operating problems include:

- poor quality fish
- problems with tools- malfunction/broken, dull
- problems with facilities- poor lighting, in adequate water supply, absence of or insufficient supply of ice

Steaking specification includes

- size for steaks
- placement of first cut after lug-bones
- skin or un-skinned steaks
- quality requirements

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the organisational health and safety, hygiene and environmental standards and instructions and implications if they are not followed
2. What is the importance of wearing personal protective gear when steaking fish
3. How to sharpen, maintain and store knives
4. How to obtain and interpret the relevant process and quality specifications
5. How to identify commonly used fish species suitable for steaking
6. What is the basic anatomy and morphology of fish
7. What are the market forms of fish in relation to the shape of the fish
8. How to prepare and maintain work stations in a condition suitable for dressing and steaking of fish
9. How to dress fish (removal of fins without damaging the flesh)
10. Where to position the first cut for steaks based on the species and shape in order to maximise yield
11. How to prepare skinless steaks and what species require skinning
12. How to assess the quality of whole fish and fish steaks
13. How to deal with trimmings that are not suitable for steaks and can be used elsewhere
14. How to deal with fish that is not fit for human consumption
15. What are the common quality problems associated with dressing and steaking of fish and likely causes
16. What is the significance of accurately cutting steaks by hand
17. What action must be taken when the process specification is not met
18. What parts of the fish frame can be reworked and recycled
19. Why is it important to dispose of waste correctly
20. What are the limits of authority and competence and why it is important to work within those limits
21. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work station to ensure conditions are suitable for dressing and steaking fish
- dress fish to remove fins in a manner that does not adversely affect the appearance of the steaks
- steak fish to achieve required specification including product yield, quality and food safety requirements
- handle and store fish and fish products in a manner which maintains quality, assures wholesomeness and food safety

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, practical demonstration of tasks and functions and oral and written questioning.

Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant

workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00037

Clean Work Area and Equipment

Unit Descriptor:

This unit deals with the skills and knowledge required to carry out general cleaning duties as part of a job role. It describes the work expectations associated with preparing to clean work area, tools, utensils and equipment, cleaning work area before, during breaks and after production, as well as cleaning utensils, tools and equipment.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to clean work area, utensils, tools and equipment	1.1	Wear suitable personal protective equipment when cleaning work area
		1.2	Maintain high standards of personal hygiene in accordance with industry procedures
		1.3	Select and prepare cleaning compounds safely in accordance with manufacturer's instructions
		1.4	Select suitable cleaning tools and equipment safely, to avoid cross contamination
		1.5	Deal with hazards in work area according to workplace procedures and industry procedures
2	Clean work area, utensils, tools and equipment before production	2.1	Clean equipment, food contact surfaces and work area in the correct sequence using the appropriate chemicals and equipment, according to workplace procedures and food safety regulations
		2.2	Control people movement in wet areas using appropriate control measures in accordance with workplace procedures
		2.3	Use low pressure hoses and other equipment safely in accordance with manufacturer's instructions
		2.4	Examine equipment, food contact surfaces and work area to ensure that they are clean and re-clean as necessary
		2.5	Sanitise all food contact surfaces according to work place procedures and food safety regulations
3	Maintain cleanliness of work area and food contact surfaces during breaks	3.1	Maintain segregation between edible and inedible products at all times
		3.2	Keep work area clean to avoid contamination in accordance with workplace procedures
		3.3	Avoid contact between dirty and clean food surfaces according to workplace procedures

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| 4 | Clean work area, utensils , tools and equipment after production | 4.1 | Check that edible food products are removed to safe storage before undertaking cleaning |
| | | 4.2 | Switch off equipment and remove/dismantle according to OSH and manufacturer's instructions before cleaning |
| | | 4.3 | Remove all solid waste products using the appropriate tools in accordance with workplace procedures |
| | | 4.4 | Place waste into correct bins, hoppers or chutes following workplace procedures |
| | | 4.5 | Rinse work areas to remove traces of blood and other food materials, following industry procedures |
| | | 4.6 | Clean and rinse work area, utensils, tools and equipment in the correct sequence using the appropriate chemicals and cleaning equipment according to workplace procedures and industry standards |
| | | 4.7 | Examine work area, utensils, tools and equipment to ensure that they are clean and re-clean as necessary |
| | | 4.8 | Sanitise work area, utensils, tools and equipment and allow to air dry according to work place procedures and industry standards |
| | | 4.9 | Reassemble equipment as required according to manufacturer's instructions |
| 5 | Clean and store cleaning tools and equipment | 5.1 | Clean, sanitize and store all cleaning tools and equipment following manufacturer's instructions |
| | | 5.2 | Store cleaning compounds according to industry standards and OSH requirements |
| | | 5.3 | Roll hoses and store safely in accordance with workplace procedures |

RANGE STATEMENT

Personal protective equipment includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry
- goggles and masks

Cleaning compounds include:

- acid, neutral and alkaline based detergents
- disinfectants
- sanitizers

Cleaning tools and equipment includes:

- pressure washers and hoses
- brooms and brushes
- shovels
- mops and buckets
- squeegees
- measuring equipment

Tools, utensils and equipment to be cleaned include:

- knives and sharpening implements
- fish bins or boxes non insulated
- insulated bins/coolers
- meat saw/band saw
- fish filleting machines
- fish scalers (mechanical and manual)

- floor scrubbers
- garbage receptacles
- fish de-boners
- measuring scale/balance
- garbage receptacles

Work areas include:

- cool rooms or freezers
- fish handling areas for scaling, gutting and filleting
- equipment storage areas
- work tables or troughs
- processing rooms walls, floors and drains
- foot baths and or hand washing stations

Hazards include:

- spillages
- wet or slippery surfaces
- heated utensils and surfaces
- sharp food scraps including bones and crustacean shells
- fat and oil
- blood and mucus
- cutting tools

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What is the importance of effective cleaning and the implications if cleaning is not done properly
2. What are the different categories of detergents and the safety considerations for use of these cleaners
3. What are the different categories of disinfectants or sanitizers and the safety considerations for use of these sanitizers
4. What is the importance of mixing and dilution of chemicals according to manufacturer's instructions and which chemicals should not be mixed during cleaning
5. How to use safe manual handling and lifting techniques
6. What is the importance of using cleaning tools and equipment such as brooms scrubbers etc. for the designated purpose
7. What is the significance of dismantling equipment for cleaning
8. What is the importance of following manufacturer's instructions for the safe dismantling and reassembly of equipment
9. How to organize cleaning equipment, chemicals and procedures for use on various surfaces and equipment
10. What are the OSH guidelines pertaining to hazards and procedures when using or storing cleaning compounds and chemicals

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- obtain and prepare cleaning compounds and cleaning tools and equipment following manufacturer's instructions
- use appropriate personal protective equipment for cleaning activities
- disassemble and assemble equipment to be cleaned
- clean work area, utensils, tools and equipment before and after production
- examine work area, utensils, tools and equipment to ensure that they are clean

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00038

Prepare Fish or Shellfish for Freezing and Frozen Storage

Unit Descriptor:

This unit deals with the skills and knowledge required for preparing fish for freezing and frozen storage. It describes the work expectations associated with setting-up and carrying out this operation to ensure that fish is adequately protected during storage.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

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| 1 | Prepare to freeze fish or shellfish | 1.1 | Wear suitable personal protective gear when working |
| | | 1.2 | Confirm freezing specification with supervisor |
| | | 1.3 | Obtain instruments, tools and materials required to support planned freezing operations, in accordance with workplace procedures |
| | | 1.4 | Prepare glazing liquid as required, following industry standards |
| | | 1.5 | Check freezer temperatures to ensure that they are correct for operation |
| | | 1.6 | Perform operation checks to ensure smooth and efficient product flow |
| | | 1.7 | Take corrective action in response to operating problems, following workplace procedures |
| 2 | Prepare fish or shellfish for freezing | 2.1 | Obtain pre-chilled fish or shellfish to meet required specification |
| | | 2.2 | Arrange fish or shellfish and place fish or shellfish in freezer following workplace procedures |
| | | 2.3 | Freeze fish or shellfish for specified time and temperature according to regulatory requirements |
| 3 | Prepare fish or shellfish for frozen storage | 3.1 | Remove fish or shellfish from freezer and glaze fish or shellfish as necessary; according to industry requirements |
| | | 3.2 | Package and/or wrap fish and shellfish using material suitable for each market form or type of fish, following workplace procedures |
| | | 3.3 | Tag or label all packages as required following industry standards |
| | | 3.4 | Place in secondary containers as required according to industry procedures |

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| | 3.5 | Transfer containers to frozen storage in a timely fashion and store according to industry standards |
| | 3.6 | Maintain condition of work station throughout the process, following workplace procedures |
| 4 | Complete preparation operation | |
| | 4.1 | Dispose of waste material according to regulatory requirements |
| | 4.2 | Prepare equipment and work station for future use, following workplace procedures |
| | 4.3 | Complete all records following workplace procedures |

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry
- insulated clothing as required

Instruments, tools and materials include:

- wraps, boxes/cartons, trays, bags
- labels/ tags
- thongs/spatulas
- thermometer
- anemometer

Work station includes:

- tables, trolleys, racks
- glazing machines or baths
- waste receptacles
- freezing equipment

Freezing preparation specification includes:

- specification identifying treatments or glazes
- specifications for packaging
- quality requirements
- Individual Quick Frozen (IQF) handling
- freezing temperature specifications

Operating problems include:

- improper glazes
- problems with materials - poor quality/condition, wrong cutting techniques used
- problems with equipment - malfunction/broken
- problems with labelling or tagging

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements for glazes and frozen fish
2. What is the importance of wearing personal protective gear when preparing fish or shellfish for freezing operations

3. How to obtain and interpret the relevant process specifications
4. How to prepare and maintain IQF status of products
5. What are the market forms of fish and shellfish
6. How to prepare glazing liquid
7. How to prepare and maintain work stations in a condition suitable for glazing fish
8. How to ensure that frozen fish intended for glazing is maintained frozen
9. What are the packaging requirements for various market forms and types of fish and shellfish
10. What is the importance of maintaining the cold chain especially during glazing
11. What action must be taken when the process specification is not met
12. Why is it important to dispose of waste correctly
13. What are the limits of authority and competence and why it is important to work within those limits
14. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work station to ensure conditions are suitable for preparation of fish for freezing
- place fish and shellfish in correct positions
- glaze fish and shellfish according to requirements
- maintain the Individual Quick Frozen (IQF) nature of fish and shellfish products
- apply packaging material to fish or shellfish according to workplace procedures
- place containers in frozen storage in a manner to control deterioration
- prepare equipment and work station for future use

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, practical demonstration of tasks and functions and oral and written questioning.

Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00039

Dress and Loin Fresh/Chilled Fish by Hand

Unit Descriptor:

This standard is about dressing and cutting fresh/chilled fish into loins by hand. It describes the work expectations associated with setting-up and carrying out this operation manually using a knife.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

1	Prepare to dress and loin fresh/chilled fish by hand	1.1	Wear suitable personal protective gear when working
		1.2	Confirm dressing specification with supervisor
		1.3	Obtain tools and equipment required to support planned dressing and loining operations, in accordance with workplace procedures
		1.4	Prepare work station to ensure conditions are suitable for dressing and loining of fish, following workplace procedures
		1.5	Sharpen knife into a condition suitable for achieving clean, smooth cuts
		1.6	Obtain fish to meet required loin specification
2	Dress fresh/chilled fish by hand	2.1	Dress fish to achieve specification and quality requirements
		2.2	Rinse fish according to workplace procedures, to remove any traces of fins or other undesirable scraps
		2.3	Transfer the product to the next stage in the process in accordance with workplace procedures
3	Loin fresh/chilled fish by hand	3.1	Cut fish into loins to achieve specified size and appearance requirements
		3.2	Handle fish in a manner that retains quality and ensures food safety in accordance with industry standards
		3.3	Achieve required rate of production in accordance with workplace procedures
		3.4	Maintain condition of work station throughout the process, following workplace procedures
		3.5	Transfer completed fish loins to designated containers following workplace procedures
		3.6	Take corrective action in response to operating problems, in accordance with workplace procedures

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| 4. | Complete fish dressing and loining operation | 4.1 | Handle and store loins in a manner which retains quality and ensures food safety in accordance with good manufacturing practices |
| | | 4.2 | Deal with materials that can be re-cycled or re-worked according to workplace procedures |
| | | 4.3 | Dispose of waste material according to regulatory requirements |
| | | 4.4 | Clean and sanitize tools and utensils following workplace procedures |
| | | 4.5 | Sharpen knives as required to maintain their effectiveness as a cutting tool |
| | | 4.6 | Store knives when not in use, following workplace procedures |
| | | 4.7 | Prepare equipment and work station for future use following workplace procedures |
| | | 4.8 | Complete all records following workplace procedures |

RANGE STATEMENT

Personal protective wear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Tools and equipment include:

- knives
- fish scissors
- sharpening tools

Work station includes:

- filleting/cutting boards
- product storage facilities
- product receptacles
- waste receptacles

Dressing specification includes:

- fish species for loins
- belly cut
- quality requirements

Operating problems include:

- poor quality fish
- problems with tools- malfunction/broken, dull
- problems with facilities- poor lighting, in adequate water supply, absence of or insufficient supply of ice

Loining specification includes

- placement of cuts
- techniques for removing skin
- techniques to be used throughout operation

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and consequences if they are not followed
2. What are the personal protective gear that is required to support loining
3. What are the tools and equipment required to support hand dressing and loining of fish
4. How to sharpen, maintain and store knives
5. How to obtain and interpret the relevant process and quality specifications
6. How to identify commonly used fish species
7. What are the basic physiology and anatomy of fish
8. How to prepare and maintain work stations in a condition suitable for dressing and loining of fish
9. How to dress fish and remove fins without damaging the flesh
10. How to apply the techniques for the loining of fish, in order to maximise yield
11. How to prepare loins while observing all hygiene requirements
12. What is the significance of removing the skin using the correct techniques
13. How to assess the quality of whole fish and loins
14. How to deal with trimmings that can be used elsewhere
15. How to deal with fish that is not fit for human consumption
16. What are the common quality problems associated with dressing and loining of fish and likely causes
17. What is the importance of accuracy during cutting loins by hand
18. What action must be taken when the process specification is not met
19. What parts of the fish frame can be reworked and recycled
20. Why is it important to dispose of waste correctly
21. What are the limits of authority and competence and why it is important to work within those limits
22. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare work station to ensure conditions are suitable for dressing and loining of fish
- dress fish to remove fins in a manner that does not adversely affect the appearance of the loins
- loin fish to achieve required specification including product yield and quality requirements
- handle and store fish and fish products in a manner which maintains quality and condition

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, practical demonstration of tasks and functions and oral and written questioning.

Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit must be assessed on the job. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00040

Fin and Process Crabs by Hand

Unit Descriptor:

This unit deals with the skills and knowledge required for finning and processing crabs by hand. It describes the work expectations associated with preparing to process and fin crabs by hand and carrying out the finning and processing of crabs.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to fin and process crabs by hand	1.1	Wear suitable personal protective gear when working
		1.2	Confirm grading and process specifications with supervisor
		1.3	Prepare the work area into a condition suitable for finning and processing crabs, according to workplace procedures
		1.4	Check crabs to ensure it meets workplace specifications
2	Fin and process crabs by hand	2.1	Handle and store live crabs in a manner which maintains food safety, quality and condition following industry procedures
		2.2	Grade live crabs according to required size and quality requirements
		2.3	Butcher and fin crabs following industry procedures
		2.4	Clean legs, claws and carapace following industry procedures
		2.5	Achieve required rate of finning and processing in accordance with workplace procedures
		2.6	Maintain condition of work area throughout finning and processing, following workplace procedures
		2.7	Scald legs and claws following industry procedures
		2.8	Label crab products according to product specifications
		2.9	Transfer finned and processed crab products to the next stage in the process, according to industry procedures
		2.10	Take corrective action in response to operating problems, following workplace procedures
3	Finish finning and processing of crabs	3.1	Dispose of waste according to industry procedures

- 3.2 Prepare equipment and work station for future use, following workplace procedures
- 3.3 Complete all records according to workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Grading specifications include:

- size
- condition
- quality
- species

Work station includes:

- cutting boards
- washing facilities
- product drainage and storage utensils
- waste disposal receptacles

Product specification include:

- species and size of crab, claws and legs
- finning specifications
- storage and packaging requirements

Handling and storage methods include:

- removal of fins, carapace, claw and legs
- washing and cleaning of crab
- use of ice
- chilled storage
- freezing and frozen storage

Operating problems include:

- problems with materials– poor quality/condition, wrong cutting techniques used
- problems with tools – malfunction/broken, dull
- problems with product– appearance, taste and texture not up to standard, inappropriate packaging

Tools include:

- knives
- scissors
- brushes

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions; and what are the consequences if they are not followed
2. What facilities are required to fin and process crabs
3. How to obtain and interpret grading specifications
4. How to identify crab species
5. How to prepare and maintain work areas used for grading and processing of crabs

6. How to grade crabs by size and quality
7. How to evaluate quality of crabs and crab products
8. What are the common quality problems and their likely causes
9. What are the critical refrigeration temperatures for handling and processing of crabs
10. What is the significance of scalding crab legs, claws and carapace
11. What are handling methods required to maintain the quality and condition of crabs
12. What is the importance of accuracy during grading and processing
13. How to deal with crabs that are not fit for human consumption
14. What action to take when the grading specification is not met
15. Why is it important to dispose of waste correctly
16. What are the limits of authority and competence and why it is important to work within those limits
17. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- grade crabs according to required size and quality requirements
- butcher and fin crabs following industry procedures
- achieve required rate of grading and processing in accordance with workplace standards
- handle and store raw and processed crabs in a manner which maintains food safety, quality and condition

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00041

Grade Fish or Shellfish by Hand

Unit Descriptor:

This unit deals with the skills and knowledge required for grading fish or shellfish by hand. It describes the work expectations associated with setting-up and grading fish or shellfish.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to grade fish/shellfish by hand	1.1	Wear suitable personal protective gear when working
		1.2	Confirm grading specifications with supervisor
		1.3	Prepare the work area into a condition suitable for receiving fish or shellfish, according to workplace procedures
2	Grade fish/shellfish by hand	2.1	Grade fish or shellfish according to required size and quality requirements
		2.2	Achieve required rate of grading in accordance with workplace procedures
		2.3	Handle and store fish or shellfish in a manner which maintains quality and condition following industry procedures
		2.4	Maintain condition of work area throughout grading process following workplace procedures
		2.5	Tag fish or shellfish accurately according to workplace procedures
		2.6	Transfer graded fish or shellfish to the next stage in the process, according to workplace procedures
		2.7	Take corrective action in response to operating problems, following workplace procedures
3	Finish grading process	3.1	Dispose of waste according to regulatory requirements
		3.2	Prepare equipment and work station for future use following workplace procedures
		3.3	Complete all records according to workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Grading specifications include:

- size and species
- condition
- quality
- labelling requirements

Handling and storage methods include:

- use of ice
- washing/rinsing fish/shellfish
- packing

Operating problems include:

- problems with materials– poor quality/condition, wrong cutting techniques used
- problems with equipment- malfunction/ broken
- problems with product– appearance, taste and texture not up to standard, inappropriate packaging

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental/conservation standards and instructions and what are the consequences if they are not followed
2. What are the facilities required to grade fish or shellfish
3. How to obtain and interpret grading specifications
4. How to identify commonly processed fish or shellfish species
5. How to prepare and maintain work areas used for grading
6. How to grade by size and species
7. How to assess and grade by quality
8. What are the common quality problems and their likely causes
9. What are handling methods that maintain the quality and condition
10. What is the importance of accuracy during grading
11. How to deal with fish or shellfish that is not fit for use
12. What action to take when the grading specification is not met
13. Why is it important to dispose of waste correctly
14. What are the limits of authority and competence and why it is important to work within those limits
15. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- grade fish or shellfish according to size, species and quality requirements
- achieve required rate of grading

- handle and store fish or shellfish in a manner which maintains quality and condition
- (2) Method of Assessment**
Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
- (3) Context of Assessment**
This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00042

Defrost Fish and Shrimp

Unit Descriptor:

This unit deals with the skills and knowledge required for defrosting of fish and shrimp as part of a processing operation. It describes the work expectations associated with setting-up and maintaining the defrosting process.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to defrost fish and shrimp	1.1	Wear suitable personal protective gear when working
		1.2	Obtain and confirm defrosting specifications from supervisor
		1.3	Prepare defrosting facilities and work area into a condition suitable for receiving fish and shrimp, following workplace procedures
		1.4	Check humidity of defrosting facility against specifications
		1.5	Obtain frozen fish and shrimp according to requirements of the defrosting specification
2	Defrost fish and shrimp	2.1	Place frozen fish and shrimp in defrosting facility, following industry procedures
		2.2	Monitor and maintain defrosting process according to defrosting specifications
		2.3	Monitor temperature and report according to workplace procedures
		2.4	Handle and store fish and shrimp in a manner which maintains food safety, quality and condition
		2.5	Remove defrosted fish/shellfish from defrosting facility and transfer to the next stage in the process according to workplace procedures
		2.6	Maintain condition of work area throughout process, following workplace procedures
		2.7	Take corrective action in response to operating problems, following workplace procedures
3	Finish defrosting process	3.1	Dispose of waste material according to regulatory requirements
		3.2	Check that defrosting facilities and work area is ready for future use, on completion of the process

3.3 Complete all records according to workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Defrosting process includes:

- time control
- temperature control

Operating problems include:

- defected materials
- problems with facilities- poor lighting, in adequate water supply, absence of or insufficient supply of ice

Preparing defrosting facilities and work area include:

- correct room and thawing medium temperature
- correct room humidity
- sanitary controls

Equipment includes:

- thermometer
- hygrometer

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what are the consequences if they are not followed
2. What are the facilities required to defrost fish and shrimp
3. How to obtain and interpret the defrosting specifications
4. How to prepare defrosting facilities for operation
5. How to assess the quality of frozen fish, fish products, shrimp and shrimp products
6. What are the common quality problems and their likely causes
7. What are the process requirements for the controlled defrosting of fish and shrimp
8. How and why it is important to monitor the defrosting process
9. How defrosted fish and shrimp and products should be handled to maintain condition and quality
10. What is the importance of following organisational procedures
11. What are the handling methods to maintain the condition of fish and shrimp
12. What action to take when the process specifications are not met
13. Why is it important to dispose of waste correctly
14. What are the limits of authority and competence and why it is important to work within those limits
15. What recording, reporting and communication is required

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- prepare defrosting facilities and work area into a condition suitable for receiving frozen fish and shrimp
- establish, monitor and maintain defrosting process according to defrosting specifications
- handle and store fish and shrimp in a manner which maintains food safety, quality and condition
- remove defrosted fish and shrimp from defrosting facility and transfer to the next stage in the process
- complete all records according to workplace procedures

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00043

Handle and Stow Fish or Shellfish On Board Vessels

Unit Descriptor:

This unit deals with the skills and knowledge required for dealing with the catch including removing the catch from the fishing gear, storing, preparing and stowing the catch. It describes the work expectations associated with measures to retain quality of the catch.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to receive catch onboard vessel	1.1	Wear suitable personal protective gear when working
		1.2	Maintain high standards of personal hygiene following industry procedures
		1.3	Organise and set-up catch receiving areas to maintain quality and hygiene standards
		1.4	Prepare tools and equipment for handling of the catch following industry practice
		1.5	Ensure that adequate ice and other cooling mediums (where necessary) are available and are at the correct temperatures
		1.6	Check that storage area/coolers are at the correct temperatures
2	Receive and handle catch on board vessel	2.1	Remove the catch from the fishing gear in a manner which retain its quality following established industry procedures
		2.2	Recognise, sort and discard unmarketable species in accordance with industry and regulatory requirements
		2.3	Prepare fish for stowage to meet market and regulatory requirements
		2.4	Stow the catch to assure food safety, retain quality and wholesomeness in accordance with the industry and regulatory requirements
		2.5	Maintain accurate catch records following industry or regulatory practices
		2.6	Clean catch receiving and handling areas and equipment to maintain quality and hygiene standards
		2.7	Secure stowage equipment following industry and regulatory procedures

RANGE STATEMENT

Personal protective equipment includes:

- marine type coveralls
- thermal gloves
- protective eye wear
- helmet
- life jackets
- rubber safety boots
- bib and brace trousers with hooded jacket

Fishing gear includes:

- nets
- pots
- lines
- reels and rods
- sinkers
- hooks

Catch handling tools and equipment includes:

- knives
- sharpening stones
- gaffs
- mallet
- cutting table/cutting boards
- ice shovel/scoop/fork
- thermometer
- measuring equipment

Stowage areas include:

- fish hold and pens
- deck
- chilled and refrigerated sea water systems
- insulated bins/coolers

Prepare fish includes:

- washing
- butchering/de-heading
- gutting
- chilling

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the different types of catch handling tools and equipment and its application
2. What are the different types of catch containment and stowage devices
3. How to identify the main/common fish and shellfish species
4. What are the principles governing the care of the catch and the recommended procedures to maximise catch quality
5. How to control deterioration in fish
6. What are the procedures for removal of the catch as it pertains to fishing gear
7. What are the techniques for butchering/de-heading and gutting
8. What are the storage requirements for different species of fish
9. What are the consequences of poor catch handling
10. What are the market requirements for different fish species
11. What are the basic principles governing vessel stability in relation to stowage of catch
12. What are the safe working practices and safety precautions to be observed during heavy weather
13. What are the marketable sizes of fish and shellfish as it pertains to regulations
14. What are the hygiene standards and procedures for handling fish on board a vessel
15. What are the types of cleaning materials and the safety considerations for use of these cleaners
16. What is the importance of effective cleaning and the implications if cleaning is not done properly

EVIDENCE GUIDE**(1) Critical Aspects of Evidence**

Evidence should include a demonstrated ability to:

- organise and set-up catch receiving areas to maintain quality and hygiene standards
- prepare tools and equipment for handling of the catch following industry practice
- remove the catch from the fishing gear in a manner which maintains its quality following industry procedures
- prepare fish for stowage to meet market and regulatory requirements
- clean and prepare stowage areas and equipment following industry and regulatory procedures
- stow catch to assure food safety, retain quality and wholesomeness in accordance with the industry and regulatory requirements

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.