

Certificate III in Food Processing (Sales)

COURSE CODE	FBP30617
LOCATIONS	Workplace training
STUDY MODE	Traineeship
Length	Three years
Commencement	Start any time
Timetable	Workplace training five days per week plus face-to-face visits throughout the year by the trainer for further training and assessment.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Study from home during COVID-19 restrictions

Whilst we pride ourselves on our hands-on training, we have had to adjust most of our courses for study from home and remote learning during the COVID-19 restrictions. This means courses will be delivered using a range of methods including online learning, virtual classrooms, workbooks and direct contact with your teacher.

Given the government restrictions that are now in place to reduce the spread of coronavirus in Australia, we expect this new model of study will continue until the government makes changes to these restrictions.

Introduction

The aim is train salespersons in the workplace in food safety and hygiene, preparing and displaying products, customer service, supporting and mentoring others etc. They will use training materials and information from their trainers and employer to build their knowledge base. They will be given opportunity to put this knowledge into practice serving real customer in real pressure situations.

What will I Learn?

Depending on units selected you will learn things such as store security, serving customers, balancing registers, preparing and displaying product etc.

Course Outcomes and Career Opportunities

This course is suitable for customer service staff in retail bakeries and retail butcher shops. It is aimed at staff that will have some responsibility for store security, mentoring staff, finishing and displaying of products.

Pathways

After achieving this Qualification, candidates may undertake FDF40110 Certificate IV in Food Processing or other suitable Certificate IV Qualifications, such as small business management

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

- This course requires the student to undertake a traineeship and be employed in a workplace prior to commencement.

Apprenticeship/Traineeship Entry Requirements

You need to be employed in this field before commencing this course. If you are currently not employed in this field please contact the Skills and Jobs centre for further advice on 1300 648 911.

Course requirements

To be eligible for this qualification you must successfully complete 14 units of competency: 6 core and 8 elective units.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
FDFFS2001A	Implement The Food Safety Program And Procedures	30	\$0.00
FDFFS3001A	Monitor The Implementation Of Quality And Food Safety Programs	70	\$0.00
FDFOHS3001A	Contribute To OHS Processes	40	\$0.00
FDFOP2061A	Use Numerical Applications In The Workplace	30	\$0.00
FDFOP2064A	Provide And Apply Workplace Information	30	\$0.00
MSMENV272	Participate in environmentally sustainable work practices	30	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
AMPR105	Provide service to customers	15	\$0.00
AMPR106	Process sales transactions	10	\$0.00
AMPR202	Provide advice on cooking and storage of meat products	10	\$0.00
AMPR203	Select, weigh and package meat for sale	10	\$0.00
AMPR212	Clean meat retail work area	20	\$0.00
AMPR322	Prepare and produce value added products	10	\$0.00
AMPX209	Sharpen knives	40	\$0.00

BSBCUS301	Deliver and monitor a service to customers	35	\$0.00
FBPOPR2064	Clean and sanitise equipment	30	\$0.00
FBPOPR3001	Control contaminants and allergens in the workplace	70	\$0.00
FBPOPR3003	Identify cultural, religious and dietary considerations for food production	40	\$0.00
FBPPPL2001	Participate in work teams and groups	30	\$0.00
FBPPPL3001	Support and mentor individuals and groups	30	\$0.00
FBPRBK2002	Use food preparation equipment to prepare fillings	40	\$0.00
SIRRINV002	Control stock	35	\$0.00
SIRRRTF001	Balance and secure point-of-sale terminal	20	\$20.00
SITHFAB005	Prepare and serve espresso coffee	30	\$0.00

Units

The units listed below are just a sample of what we can offer training in. We offer a wide variety of training tailored to suit your business needs.

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. Government Subsidised Fee - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. Government Subsidised Concession Fee - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)
3. Free TAFE - Students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
[Find out more about Free TAFE](#)
4. Full fee - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The student tuition fees as published are subject to change given individual circumstances at enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$1,460.00
Concession rate	\$295.00
Full fee rate (if not eligible for govt subsidy)	\$6,190.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$20.00

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional course information.
4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).