



Workplace  
Training  
Specialists

# Certificate II in Wine Industry Operations (FDF20411)

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## *About the course*

The Certificate II in Wine Industry Operations offered at RMT provides vocational skills for work in the wine industry. A range of specialist electives are included covering skills used in the following wine industry operational areas:

- bottling and packaging
- cellar door sales
- cellar operations
- laboratory
- warehousing
- wine grape growing.

This qualification is part of the Food Processing Industry Training Package, Wine stream. It is designed with a practical emphasis and will require industry placement or employment to achieve a qualification. An academic pass can be issued for completion of the underpinning knowledge component. Students can undertake studies in wine grape growing, cellar door sales, cellar operations, bottling and packaging, warehousing or laboratory operations. While programs are streamed to individual sectors, program units can be chosen across streams.

If a contract of training is involved, then an Australian Apprenticeship Centre representative will arrange the sign up of the trainee and employer.

## *About River Murray Training*

RMT has been a registered training organisation (RTO) in the wine industry since 1997. RMT has a reputation as an innovative provider in work-based learning and the use of flexible delivery methods to meet enterprise and individual client needs.

## *Quick Facts*

<b>Course Details</b>	This course is usually undertaken over 24 months on the job. The average program is approximately 500 nominal hours, undertaken as a combination of on-job training and regular scheduled training days (except through Vintage). Some independent learning using print based or online resources and application of skills in the workplace is supported by your RMT facilitator and workplace trainer.
<b>Prerequisites</b>	For some units there are pre-requisites that will be built into your independent learning plan. Many units in this qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the unit FDFOP2061A Use numerical applications in the workplace, should be selected as part of this qualification.
<b>Pathways into this qualification</b>	A student may enter directly into a Certificate II in Wine Industry Operations.
<b>Entry requirements</b>	<u>A core skill profile</u> at level 2. An RMT facilitator will assist you in doing a profile. If not at level 2, we may recommend you undertake some bridging units prior to enrolling in the full qualification. Participants must have access to a wine industry environment relevant to the Certificate II level wine industry skills and knowledge in which they are enrolling.

<b>Recognition of Prior Learning (RPL)</b>	Competence in units can be fully or partially awarded through recognition of prior experience and/or learning. RPL reduces the time required to complete the course, and reduces the cost of a qualification. Indicate your interest in RPL on the Enquiry Form.
<b>National Recognition</b>	River Murray Training recognises the AQF qualifications and Statements of Attainment issued by other RTO's where a certified statement of Attainment/Qualification and statement of results is provided.
<b>Course Fees</b> Fees charged to individuals are GST free	<p>\$4,250 - Individual students: \$500 on commencement, then increments of \$1,250 at 6 monthly intervals.</p> <p>Businesses invoiced 50% on commencement and 50% halfway through the course.</p> <p>RPL is \$125 per unit.</p> <p>For refund and fees in advance policy and fee breakdown please refer to website. All learning materials are included in the fees.</p> <p>GST additional when invoiced to an ABN.</p>
<b>Skill Development</b>	This program utilises opportunities to develop skills in a work environment

### *Career Opportunities*

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Cellar Hand, Bottling & Packaging line worker, Vineyard worker, Laboratory Technician, Cellar Door Sales Assistant.

### *Enrolment process*

Prior to enrolment please read the **RMT Code of Practice**, **Fees in advance** and **refund policies** and **service guarantee advice** found on [www.r-m-t.com.au](http://www.r-m-t.com.au).

1. Indicate your interest in the program by contacting RMT by phone, email or Form enquiry
2. Participate in a pre-enrolment interview to discuss your requirements and learning context such as reason for study, flexible delivery, Recognition of Prior Learning, enterprise arrangements and learning support needs. Fees, advance fee policy, refund policy and service guarantee is documented in a Client Services Agreement.
3. Complete an enrolment form, select units of competency and apply for RPL. There may be an RPL fee payable.
4. An RMT Facilitator will guide you through the RPL process, and provide feedback on "not yet competent" units
5. An individual learning program is developed and included in the Client Services Agreement
6. Other arrangements are negotiated and documented in the Client Service Agreement - Fees; Delivery and Assessment; Enterprise; Client support plan; and learner/RTO/enterprise roles and responsibilities.

Learner (and enterprise) orientation is arranged and undertaken. The Client Service Agreement is signed by relevant parties. Learner is given login and password to access to [www.r-m-t-online.com](http://www.r-m-t-online.com). (Guardian must sign also, where learner is under 18)

## *Online Delivery*

Online delivery provides a flexible way to study. Learn at a time convenient to you and stay in contact with your facilitators using internet communication technology and online meeting software.

- Negotiated scheduled online sessions can be arranged for some units (1- 1.5 hours) either 1:1 or part of a small group
- eLearning accessible from [www.r-m-t-online.com](http://www.r-m-t-online.com) supplements facilitated online sessions along with print-based resources which are supplied to the learner in hard copy , and downloadable from the website.
- Facilitator is accessible via email, Internet chat or phone for additional support if required.

## *Your choice of units*

Because of our flexible delivery strategy we are able to offer clients their choice of units within the qualification rules. If there is a skill not listed we may be able to import an appropriate unit from another industry Training Package. Please raise this at the pre-enrolment interview with the RMT Wine Training Coordinator or Facilitator.

## *Client support*

The need for additional support is discussed during the pre-enrolment interview and where agreed, a client support plan is developed, documented and included in the Client Services Agreement. This will be reviewed with the client on a regular basis. River Murray Training can provide additional tutoring support and counselling on other support options.

RMT offers reasonable adjustments in how assessment is undertaken to accommodate a client's special needs where a client has indicated he/she has special needs. A list of local support services and contacts is provided to clients in their induction pack. Please discuss your needs with our Wine Training Program Coordinator or your Facilitator.

## *Assessment*

Assessment of competence is demonstrated through application of skills and knowledge in a work context. This could be the student's workplace or other negotiated arrangements, which will be documented in the Client Services Agreement. Assessment methods will vary per unit but generally include:

- Student Journal/Log Book
- Formative activities in Study Guide
- Questioning (oral & written) and interviewing
- Demonstration
- Portfolio of work related documents or records
- Third Party verification and/or testimonial
- Simulated work activities
- Work products
- Action Learning Projects
- RPL

River Murray Training moderates and validates its assessment processes, tools and outcomes regularly with staff, other RTOs, employers, and learners.

## *Continuous improvement strategy*

River Murray Training regularly seeks feedback from its learners and employers and gathers data from its RTO activities, national training system data, national e-learning participation data, and industry-based surveys. Data and feedback are reviewed at management meetings and opportunities for improvement

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**Head Office: 18 Strawbridge St, BERRI, SA, 5343**

P: (08) 8582 3658 F: (08) 8582 3662 E [admin@r-m-t.com.au](mailto:admin@r-m-t.com.au) W [www.r-m-t.com.au](http://www.r-m-t.com.au)

recognised and acted upon. RMT clients can submit feedback to us anytime using our Stakeholder Feedback Form.

### *Code of Practice*

River Murray Training makes a commitment to providing high quality training and has a record of excellent outcomes from its training programs. How we achieve this and our commitment to our clients is set out in our Code of Practice which is on our website at: <http://www.r-m-t.com.au/> and in our Wine Induction Pack.

### *Accreditation*

Upon successful completion of this course students will be awarded a FDF20411 Certificate II in Wine Industry Operations. This qualification is recognised nationally under the Australian Qualifications Framework (AQF 3). A statement of attainment is issued where there is partial completion only. If a Wine Industry Skill Set is completed it will be indicated on

### *Pathways from the Qualification*

After achieving the FDF20411 Certificate II in Wine Industry Operations, students can enter the FDF30411 Certificate III in Wine Industry Operations and receive full credit for units already completed.

Please discuss your needs with our Wine Training Program Coordinator or your Facilitator.

### *Resources*

Resources are a blend of commercial and RMT customised study guides.

## Program Qualification Rules

This qualification requires the achievement of 5 core and 12 wine specialist elective units of competency. Elective selection must include: 5 Group A and 4 Group B Wine Specialist elective units. These may be a combination of units selected from any of the wine industry operational unit areas listed below:

- Bottling and packaging
- Cellar door sales
- Cellar operations
- Laboratory
- Warehousing
- Wine grape growing

3 remaining elective units may be selected from: Group A or B wine specialist units, not previously selected, or Group C General elective units, with a maximum of 3 units from any nationally endorsed Training Package and accredited course that are packaged at Certificate II level, Certificate I level (maximum 1 unit) and Certificate III level (maximum 1 unit).

The packaging rules are quite complex and you will need to discuss your options with your Wine training Coordinator or Facilitator. Many Enterprises that RMT works in partnership with have enterprises training plans which cover the skills requirements of your workplace.

<i>Core units</i>		
<b>FDFOP2064A</b>	Provide and apply workplace information	This unit typically targets the worker responsible for applying basic communication skills and providing information to support work practices. Information is previously generated and may be in a written or verbal form. Information can include data, charts, instructions, operating procedures, codes, production information, and simple reports (e.g. a breakdown report). Information can be provided to other members of a team, a supervisor, or maintenance staff. Communication skills include verbal and non-verbal methods and basic literacy according to the level of work information needs.
<b>FDFOHS2001A</b>	Participate in OHS processes	This unit of competency specifies the workplace performance required for an entry level employee to participate in occupational health and safety (OHS) processes in the workplace, in order to ensure their own health and safety at work, as well as that of those in the workplace who may be affected by their actions.
<b>FDFFS2001A</b>	Implement the food safety program and procedures	This unit of competency covers the skills and knowledge required maintaining personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.
<b>FDFOP2063A</b>	Apply quality systems and procedures	This unit of competency covers the skills and knowledge required to apply quality principles and system requirements when carrying out work responsibilities where work involves the operation of packaging and/or processing equipment.
<b>MSAENV272A</b>	Participate in environ. sustainable work practices	This competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices.  This unit is based on the sustainability guideline standard GCSSUS01A Participate in environmentally sustainable work practices.

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*Cellar Stream—Specialist Units*

<b>FDFCEL2001A</b>	Perform oak handling activities* FDFCEL2018A Carry out inert gas handling operations FDFCEL2019A Carry out transfer operations
<b>FDFCEL2002A</b>	Perform fermentation operations* FDFCEL2017A Prepare and make additions and finings
<b>FDFCEL2003A</b>	Operate the ion exchange process* FDFCEL2019A Carry out transfer operations
<b>FDFCEL2004A</b>	Perform single column lees stripping (continuous still brandy) operations* FDFOP2004A Clean and sanitise equipment FDFOP2013A Apply sampling procedures MSL973001A Perform basic tests
<b>FDFCEL2009A</b>	Perform first distillation (pot still brandy) operations* FDFOP2013A Apply sampling procedures MSL973001A Perform basic tests
<b>FDFCEL2011A</b>	Perform heat exchange operations
<b>FDFCEL2015A</b>	Perform must draining operations* FDFCEL2019A Carry out transfer operations
<b>FDFCEL2016A</b>	Operate the crushing process* FDFCEL2019A Carry out transfer process
<b>FDFCEL2017A</b>	Prepare and make additions and finings
<b>FDFCEL2018A</b>	Carry out inert gas handling operations
<b>FDFCEL2019A</b>	Carry out transfer operations
<b>FDFCEL2020A</b>	Prepare and wax tanks
<b>FDFCEL2005A</b>	Operate the pressing process* FDFCEL2019A Carry out transfer operations
<b>FDFCEL2006A</b>	Operate clarification by separation (centrifugation) process* FDFCEL2018A Carry out inert gas handling operations FDFCEL2019A Carry out transfer operations

<b>FDFCEL2007A</b>	Prepare and monitor wine cultures * <i>FDFCEL2019A Carry out transfer operations</i>
<b>FDFCEL2008A</b>	Perform dual column distillation (continuous still brandy) operations* <i>FDFCEL2004A Perform single column lees stripping (continuous still brandy) operations*</i> <i>FDFCEL2012A Handle spirits*</i> <i>FDFCEL2019A Carry out transfer operations</i> <i>FDFOP2004A Clean and sanitise equipment</i> <i>FDFOP2013A Apply sampling procedures</i> <i>MSL973001A Perform basic tests</i>
<b>FDFCEL2010A</b>	Operate the fine filtration process
<b>FDFCEL2012A</b>	Handle spirits* <i>FDFCEL2019A Carry out transfer operations</i>
<b>FDFCEL2013A</b>	Operate the pressure leaf filtration process* <i>FDFCEL2018A Carry out inert gas handling operations</i> <i>FDFCEL2019A Carry out transfer operations</i>
<b>FDFCEL2014A</b>	Operate the rotary vacuum filtration process* <i>FDFCEL2018A Carry out inert gas handling operations</i> <i>FDFCEL2019A Carry out transfer operations</i>
<b>FDFCEL3001A</b>	Perform second distillation (pot still brandy) operations* <i>FDFOP2013A Apply sampling procedures</i> <i>MSL973001A Perform basic tests</i>
<i>Bottling &amp; Packaging Stream – Specialist Units</i>	
<b>FDFBP2001A</b>	Operate the bottle supply process
<b>FDFBP2002A</b>	Operate the carton erection process
<b>FDFBP2003A</b>	Operate the carton packing process
<b>FDFBP2005A</b>	Operate the electronic coding process
<b>FDFBP2009A</b>	Operate the bottle capsuling process
<b>FDFBP2011A</b>	Operate the palletising process
<b>FDFLAB2003A</b>	Perform basic packaging tests and inspections* <i>FDFLAB2011A Use basic laboratory equipment</i>

<b>FDFOP2004A</b>	Clean and sanitise equipment
<b>FDFOP2011A</b>	Conduct routine maintenance
<b>FDFOP2030A</b>	Operate a process control interface
<b>FDFBP2004A</b>	Operate the bottle sealing process
<b>FDFBP2006A</b>	Operate traditional sparkling wine processes
<b>FDFBP2007A</b>	Operate the tirage and transfer process
<b>FDFBP2008A</b>	Perform packaging equipment changeover
<b>FDFBP2010A</b>	Operate manual bottling and packaging processes
<b>FDFOP2003A</b>	Clean equipment in place
<i>Wine Grape Growing – Specialist Units</i>	
<b>FDFWGG2001A</b>	Bench graft vines
<b>FDFWGG2002A</b>	Carry out potting operations
<b>FDFWGG2003A</b>	Hand prune vines
<b>FDFWGG2004A</b>	Undertake irrigation systems maintenance activities
<b>FDFWGG2006A</b>	Obtain and process rootlings
<b>FDFWGG2008A</b>	Train vines
<b>FDFWGG2011A</b>	Install irrigation components
<b>FDFWGG2013A</b>	Deliver injection requirements
<b>FDFWGG2015A</b>	Support mechanical harvesting operations* <i>AHCMOM202A Operate tractors</i> <i>FDFWGG2018A Operate vineyard equipment</i>
<b>FDFWGG2016A</b>	Install and maintain vine trellis
<b>FDFWGG2017A</b>	Recognise disorders and identify pests and diseases
<b>FDFWGG2019A</b>	Perform vertebrate pest control activities
<b>FDFWGG2022A</b>	Take and process vine cuttings



<b>FDFWGG2023A</b>	Carry out basic canopy maintenance
<b>FDFWGG2024A</b>	Pick grapes by hand
<b>FDFWGG2025A</b>	Plant vines by hand
<b>FDFWGG3013A</b>	Operate spreading and seeding equipment* <i>AHCMOM202A Operate tractors</i>
<b>AHCARB205A</b>	Operate and maintain chainsaws
<b>AHCCHM101A</b>	Follow basic chemical safety rules
<b>AHCCHM201A</b>	Apply chemicals under supervision
<b>AHCMOM202A</b>	Operate tractors
<b>HLTFA301C</b>	Apply first aid
<b>FDFWGG2005A</b>	Maintain callusing environment
<b>FDFWGG2007A</b>	Tend containerised nursery plants
<b>FDFWGG2009A</b>	Operate specialised canopy management equipment* <i>AHCMOM202A Operate tractors</i>
<b>FDFWGG2010A</b>	Field graft vines
<b>FDFWGG2012A</b>	Identify and treat nursery plant disorders
<b>FDFWGG2014A</b>	Operate the irrigation system
<b>FDFWGG2018A</b>	Operate vineyard equipment
<b>FDFWGG2020A</b>	Carry out hot water treatment
<b>AHCCHM303A</b>	Prepare and apply chemicals
<b>AHCCHM304A</b>	Transport, handle and store chemicals
<b>AHCSOL201A</b>	Determine basic properties of soil/growing media
<b>FDFWGG2021A</b>	Operate nursery cold storage system
<i>Laboratory Stream – Specialist Units</i>	
<b>FDFLAB2011A</b>	Use basic laboratory equipment

<b>MSL912001A</b>	Work within a laboratory/field workplace (induction)
<b>MSL922001A</b>	Record and present data
<b>MSL943002A</b>	Participate in laboratory/field workplace safety
<b>MSL952001A</b>	Collect routine site samples
<b>MSL952002A</b>	Handle and transport samples or equipment
<b>MSL972001A</b>	Conduct routine site measurements
<b>MSL933001A</b>	Maintain the laboratory/field workplace safety
<b>FDFLAB2001A</b>	Perform basic analytical tests* <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2002A</b>	Perform basic microbiological tests* <i>FDFLAB2012A Maintain aseptic environment*</i> <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2004A</b>	Prepare laboratory solutions and stains* <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2005A</b>	Prepare and pour culture media* <i>FDFLAB2012A Maintain aseptic environment*</i> <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2006A</b>	Record laboratory data
<b>FDFLAB2007A</b>	Standardise laboratory solutions* <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2008A</b>	Analyse laboratory data* <i>FDFLAB2006A Record laboratory data</i>
<b>FDFLAB2010A</b>	Prepare product or show samples* <i>FDFLAB2011A Use basic laboratory equipment</i>
<b>FDFLAB2012A</b>	Maintain aseptic environment* <i>FDFLAB2011A Use basic laboratory equipment</i>
<i>Cellar Door Sales - Specialist Units</i>	
<b>FDFCD2003A</b>	Evaluate wines (standard)

<b>SIRXCCS001A</b>	Apply point-of-sale handling procedures
<b>SIRXICT003A</b>	Operate retail information technology systems
<b>SIRXMER001A</b>	Merchandise products
<b>SIRXRSK001A</b>	Minimise theft
<b>SITHCCC001B</b>	Organise and prepare food <i>SITXOHS002A Follow workplace hygiene procedures</i>
<b>SITHFAB003A</b>	Serve food and beverage to customers* <i>SITXOHS002A Follow workplace hygiene procedures</i>
<b>SITHFAB004A</b>	Provide food and beverage service* <i>SITHFAB003A Serve food and beverage to customers</i> <i>SITXOHS002A Follow workplace hygiene procedures</i>
<b>SITHFAB009A</b>	Provide responsible service of alcohol
<b>SITHFAB011A</b>	Develop and update food and beverage knowledge
<b>SITHFAB012B</b>	Prepare and serve espresso coffee
<b>SITTIND001B</b>	Develop and update tourism industry knowledge
<b>SITXCCS001B</b>	Provide visitor information
<b>SITXFIN001A</b>	Process financial transactions
<b>SITXOHS002A</b>	Follow workplace hygiene procedures
<b>FDFCD2001A</b>	Conduct winery and/or site tours* <i>FDFCD2002A Promote wine tourism information*</i> <i>SIRXCCS002A Interact with customers</i>
<b>FDFCD2002A</b>	Promote wine tourism information* <i>SIRXCCS002A Interact with customers</i>
<b>FDFCD2004A</b>	Perform cellar door stock control procedures <i>FDFCD2003A Evaluate wines (standard)</i>
<b>FDFCD2005A</b>	Sell cellar door products and services* <i>FDFCD2003A Evaluate wines (standard)</i> <i>SIRXCCS002A Interact with customers</i>

	SITHFAB009A Provide responsible service of alcohol
<b>FDFCD2006A</b>	Conduct a standard product tasting* FDFCD2003A Evaluate wines (standard) SIRXCCS002A Interact with customers SITHFAB009A Provide responsible service of alcohol
<b>SIRXCCS002A</b>	Interact with customers
<b>SIRXFIN001A</b>	Balance point-of-sale terminal
<b>BSBCUS201A</b>	Deliver a service to customers
<b><i>Warehousing - Specialist Units</i></b>	
<b>TLIA2009A</b>	Complete and check import/export documentation
<b>TLIA2021A</b>	Despatch stock
<b>TLIA3017A</b>	Identify products and store to specifications
<b>TLIA3039A</b>	Receive and store stock
<b>TLIB2009A</b>	Check conveyor operational status
<b>TLID1002A</b>	Shift a load using manually-operated equipment
<b>TLID2003A</b>	Handle dangerous goods/hazardous substances
<b>TLID2010A</b>	Operate a forklift
<b>TLID2022A</b>	Conduct weighbridge operations
<b>TLIK2010A</b>	Use infotechnology devices in the workplace
<b>TLIP2029A</b>	Prepare and process financial documents
<b>TLIA2011A</b>	Package goods
<b>TLLIA2012A</b>	Pick and process orders
<b>TLIA2022A</b>	Participate in stocktakes
<b>TLID1001A</b>	Shift materials safely using manual handling methods
<b>TLID2004A</b>	Load and unload goods/cargo
<b>TLIA3038A</b>	Control and order stock

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<i>General Elective Units</i>	
FDFOP1003A	Carry out manual handling tasks
FDFOP2005A	Work in a socially diverse environment
FDFOP2013A	Apply sampling procedures
FDFOP2016A	Work in a food handling area for non-food handlers
FDFOP2061A	Use numerical applications in the workplace
FDFOP2065A	Work in confined spaces in the food and beverage industries* <i>FDFOHS2001A Participate in OHS processes</i>
FDFPPL2001A	Participate in work teams and groups
FDFSUG218A	Operate a boiler - basic
FDFSUG222A	Operate a waste water treatment system
FDFWIN2001A	Perform effectively in a wine industry workplace
FDFWIN2002A	Identify and control risks in own work
AHCINF204A	Fabricate and repair metal or plastic structures
BSBITU201A	Produce simple word processed documents
BSBWOR204A	Use business technology
MEM18002B	Use power tools/hand held operations
MSACMT270A	Use sustainable energy practices
MSL973001A	Perform basic tests
MSS402002A	Sustain process improvements
MSS402010A	Manage the impact of change on own work
MSS402021A	Apply Just in Time procedures
MSS402030A	Apply cost factors to work practices
MSS402031A	Interpret product costs in terms of customer requirements
MSS402040A	Apply 5S procedures
MSS402050A	Monitor process capability
MSS402051A	Apply quality standards
MSS402060A	Use planning software systems in operations
MSS402061A	Use SCADA systems in operations

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<b>MSS402080A</b>	Undertake root cause analysis
<b>MSS402081A</b>	Contribute to the application of a proactive maintenance strategy
<b>SITXCOM001A</b>	Work with colleagues and customers

For more detail on Units go to [www.training.gov.au](http://www.training.gov.au); Press <<S>> to bring up the Search box; Enter the Code Deselect All, and then select only Units of Competency

## *Employability Skills*

The following table contains a summary of employability skills for this qualification. Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions". Employability skills are embedded in units of competency and assessed as part of the unit. The Employability Skills for this qualification are listed below.

### **Communication**

- Complete work forms and required written documentation
- Use communication and information technologies to support work operations
- Demonstrate effective and appropriate interpersonal skills
- Interpret and apply workplace procedures and instructions
- Share workplace information
- Communicate information about problems with work
- Communicate information relating to OHS.

### **Teamwork**

- Work as part of a team
- Provide assistance to others in the work area
- Identify own role and responsibilities within a team
- Identify team goals
- Share work-related information
- Maintain health and safety of work area for self and others.

### **Problem Solving**

- Identify and report any workplace hazards
- Identify workplace problems and make contributions to their solution
- Identify and apply health and safety issues relating to work in the wine industry
- Apply knowledge of materials, product purpose and processes to work operations
- Check performance of machines and equipment and identify signs of faulty operations
- Monitor workplace activities and identify and report non-compliances.

### **Initiative and Enterprise**

- Provide feedback on procedures and processes
- Gather and interpret information to support safe and efficient work
- Ask questions regarding requirements and expectations
- Make suggestions for continuous improvement
- Inspect quality of work on an ongoing basis

- Record basic information on the quality and other indicators of work outcomes.

### **Planning and Organising**

- Identify work requirements and work load priorities
- Plan work activities to meet daily work requirements
- Direct items to the correct area for further processing
- Identify and use relevant personal protective equipment
- Organise work area to maintain housekeeping standards
- Select and organise relevant equipment and tools
- Identify and report issues affecting ability to meet work outcomes,

### **Self-management**

- Understand own work activities
- Identify personal responsibilities
- Accept responsibility for quality of own work
- Participate in OHS practices
- Apply food safety practices
- Plan to meet required work outcomes of self and team
- Monitor own work
- Maintain own work efficiency
- Keep the work area clean and tidy at all times.

### **Learning**

- Assess own competencies in meeting job requirements
- Listen to feedback and advice of supervisors
- Identify own skill requirements and seek skill development if required
- Attend training or skill development activities
- Ask questions to expand own knowledge.

### **Technology**

- Use work tools, machines and equipment safely and effectively
- Perform minor maintenance on machinery in accordance with workplace practice
- Use manual handling technologies in the workplace.

Registration of Interest

Certificate II in Wine Industry Operations (FDF20411)

Name:	_____				
Address	_____				
Phone	_____	Mobile	_____	Email	_____

**Details of other Training Qualifications completed**

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**Study intentions**

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**Study reasons**

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**Employer support**

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\_\_\_\_\_

Do you have internet access at work and at home? \_\_\_\_\_

If yes, what type of internet access do you have? \_\_\_\_\_

**Other information:**

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FAX OR EMAIL to RIVER MURRAY TRAINING

Fax: (08) 8582 3662

Email: [admin@r-m-t.com.au](mailto:admin@r-m-t.com.au)

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**Head Office: 18 Strawbridge St, BERRI, SA, 5343**

P: (08) 8582 3658 F: (08) 8582 3662 E [admin@r-m-t.com.au](mailto:admin@r-m-t.com.au) W [www.r-m-t.com.au](http://www.r-m-t.com.au)