



Classifications for the:

# Food Industry (Food Manufacturing or Processing) Award

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### Poultry Processing

#### Level 1

Employees who are recruited into the company at this level perform simple routine duties, work under direct supervision and receive detailed instruction. Level 1 employees exercise minimum judgement and are responsible for the quality of their own work within the scope of this level.

##### Typical tasks

Indicative of the tasks an employee at this level may perform are the following:

- Undertaking induction training.
- Performing a range of general labouring and cleaning duties

##### Promotional criteria

Employees remain at this level until such time as they have satisfactorily completed an induction program which enables them to meet the competency requirements of Level 2, a position becomes available and they are selected to fill that vacancy. An induction program covers:

- Basic occupational health and safety.
- First aid.
- Conditions of employment.
- Company policies/objectives.
- Plant layout and material location.
- Workplace training to meet the requirements of being able to competently perform work within the scope of Level 2.

#### Level 2

Employees at this level perform utility (general hand) functions and in so doing, perform work above and beyond the skills of an employee at Level 1 and to the level of their training:

- Work under direct supervision either individually or in a team environment.
- Understand and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults.
- Understand and utilises basic statistical process control procedures.
- Exercise minimal decision making.
- Exercise discretion within their level of skills and training.

##### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 3.
- May be required to perform any of the duties of a lower level.
- Machine killing of poultry.
- Machine packing of poultry.
- Machine cutting of poultry.
- Machine eviscerating of poultry.
- Maintain tally of records.
- Hanging of live poultry on chain conveyor.
- Identify machine faults (basic).
- Manual packing of product.
- General process line work.
- Uses hand trolleys and pallet trucks.
- Weighing of product.

##### Promotional criteria

Employees may be promoted to Level 3 when:

- They can competently carry out all tasks of a Level 2 employee.
- A position becomes available and they are selected to fill that vacancy.

### Level 3

Employees at this level have completed a Production Certificate or equivalent training to enable the employees to perform work within the scope of this level. Employees at this level:

- Are responsible for the quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their level of skills and training.

#### Typical skills

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 4.
- May be required to perform any of the duties of a lower level.
- Receiving, despatching, distributing, sorting, checking, packaging (other than repetitive packing), documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process.
- Exercising keyboard skills at basic level.
- Operation of mobile equipment including forklifts, overhead cranes and winch operation.
- Carrying out different measurements.
- Assists in the provision of on the job training in conjunction with supervisors/trainers.
- Undertake minor adjustments to machinery.
- Conduct some basic testing.
- Identify product specification problems.
- Record test results.
- Blend ingredients, using a predetermined recipe.
- Manual cutting of poultry on power saw.
- Chicken filleting.
- Drive forklift (to license standards).
- Manual killing of poultry.

#### Promotional criteria

Employees may be promoted to Level 4 when:

- They can competently carry out all tasks of a Level 3 employee.
- A position becomes available and they are selected to fill that vacancy.

### Level 4

Employees at this level have completed a Production Certificate or equivalent training so as to enable employees to perform work within the scope of this level. Employees at this level:

- Work from instructions and procedures.
- Assist in the provision of on the job training.
- Co-ordinate work in a team environment or work individually under general supervision.
- Write and read reports.

#### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 5.
- May be required to perform any of the duties of a lower level.
- Carrying out inventory and store control.
- Using tools and equipment within the scope of basic non-trade maintenance.
- Exercising intermediate keyboard skills.
- Supervising the work of their employees.
- Allocate tasks to other employees.
- Implement production requirements.
- Oversee performance of other employees.
- Conduct routine tests.
- Routine decisions regarding test results.
- Refer exceptional results to senior staff member.

**Promotional criteria**

Employees may be promoted to Level 5 when:

- They can competently carry out all tasks of a Level 5 employee.
- A position becomes available and they are selected to fill that vacancy.

**Level 5**

Employees at this level have completed approved courses in the development of supervisory skills. For example; TAFE Supervision Certificate or equivalent. Employees at this level may hold a Trade Certificate appropriate within the scope of their position and demonstrate their ability to exercise of that trade.

Employees at this level have completed appropriate Production Certificate or equivalent. Employees at this level:

- Understands and applies quality control techniques
- Exercises good interpersonal communications skills
- Exercises discretion within the scope of the grade.
- Exercises keyboard skills at a level higher than Level 4.
- Would be expected to organise and control the work output of a section.
- Is able to inspect products and/or materials for conformity with established operations standards.

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- May be required to perform any of the duties of a lower level.
- Maintaining quality standards including the approval of first-off samples.
- Basic production scheduling and materials handling within the scope of the process or directly related functions within new materials/finished goods location in conjunction with technicians.
- Exercising advanced keyboard skills.
- Assists in the provisions of on the job training in conjunction with trainer.

**Grocery, match, biscuit and cake manufacturing****Level 1**

Employees who are recruited into the company at this level perform simple routine duties, work under direct supervision and receive detailed instruction. Level 1 employees exercise minimal judgement and are responsible for the quality of their own work within the scope of this level.

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking induction training.
- Performing a range of general labouring and cleaning duties.

**Promotional criteria**

Employees remain at this level until such time as they have satisfactorily completed an induction programme which enables them to meet the competency requirements of Level 1A, a vacancy exists and they are selected to fulfil that vacancy. An induction program covers:

- Basic occupational health and safety.
- First aid.
- Conditions of employment.
- Company policies/objectives.
- Plant layout and material location.
- Workplace training to meet the requirements of being able to competently perform work within the scope of Level 1A.

**Level 1A**

Employees at this level perform a range of tasks and in so doing, work above and beyond the skills of an employee at Level 1 and to the level of their training:

- Work under direct supervision either individually or in a team environment.
- Understand and undertake basic quality control.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- General cleaning duties.
- Manual packing of products.
- Using hand trolleys and pallet packs.

### Promotional criteria

Employees may be promoted to Level 2 when:

- They can competently perform all tasks of a Level 1A employee.
- A position becomes available and they are selected to fill that vacancy.

## Level 2

Employees at this level perform utility (general hand) functions and in so doing, perform work above and beyond the skills of an employee at Level 1 and to the level of their training:

- Work under direct supervision either individually or in a team environment.
- Understand and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults.
- Exercise minimal decision making.
- Exercise discretion within their level of skills and training.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 3.
- May be required to perform any of the duties of a lower level.
- Stack, prepare for storage raw and finished products and packaging material.
- Maintaining simple production records.
- Identify machine faults (basic).
- Stocktaking of raw and packaging material.
- Uses hand trolleys and pallet trucks.
- Machine packing of product.
- Basic ingredient blending.

### Promotional criteria

Employees may be promoted to Level 3 when:

- They can competently carry out all tasks of a Level 2 employee.
- A position becomes available and they are selected to fill the vacancy.

## Level 3

Employees at this level have completed a Production Certificate or equivalent training to enable the employees to perform work within the scope of this level. Employees at this level:

- Are responsible for the quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their level of skills and training.
- May co-ordinate small work teams of Level 2 employees.

### Typical skills

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 4.
- May be required to perform any of the duties of a lower level.
- Receiving, despatching, distributing, sorting, checking, packaging (other than repetitive packing), order assembly, documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process.
- Exercising keyboard skills at basic level.
- Operation of mobile equipment including forklifts, overhead cranes and winch operation.
- Carrying out different measurements.
- Undertake minor adjustments to machinery.
- Conduct some basic testing.

- Identify product specification problems.
- Record test results.
- Blend ingredients, using a predetermined recipe.
- Operate a sifter, screens and basic milling equipment.
- Stock recording and inventory control.
- Sample product for quality control and laboratory testing.
- Operating automatic, semi-automatic or single purpose machinery.

#### **Promotional criteria**

Employees may be promoted to Level 4 when:

- They can competently carry out all tasks of a Level 3 employee.
- A position becomes available and they are selected to fill the vacancy;

#### **Level 4**

Employees at this level have completed a Production Certificate or equivalent training so as to enable employees to perform work within the scope of this level. Employees at this level:

- Work from instructions and procedures.
- Assist in the provision of on the job training.
- Co-ordinate work in a team environment or work individually under general supervision.
- Write and read reports.

#### **Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 5.
- May be required to perform any of the duties of a lower level.
- Inventory and store control including operations of all appropriate materials handling equipment, VDU and keyboard operation at a level higher than that of level 3.
- Using tools and equipment within the scope of basic non-trade maintenance.
- Exercising intermediate keyboard skills.
- Supervising the work of their employees.
- Allocate tasks to other employees.
- Implement production requirements.
- Conduct routine tests.
- Routine decisions regarding test results.
- Refer exceptional results to senior staff member.
- Assists in the provision of on the job training in conjunction with trainers and tradespersons.

#### **Promotional criteria**

Employees may be promoted to Level 5 when:

- They can competently carry out all tasks of a Level 5 employee.
- A position becomes available and they are selected to fill the vacancy.

#### **Level 5**

Employees at this level have completed approved courses in the development of supervisory skills. For example; TAFE Supervision Certificate or equivalent.

Employees at this level may hold a Trade Certificate appropriate within the scope of their position and demonstrate their ability to exercise of that trade.

Employees at this level have completed appropriate Production Certificate or equivalent.

Employees at this level:

- Understands and applies quality control techniques.
- Exercises good interpersonal communications skills.
- Exercises discretion within the scope of the grade.
- Exercises keyboard skills at a level higher than Level 4.
- Would be expected to organise and control the work output of a section.
- Is able to inspect products and/or materials for conformity with established operations standards.



### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- May be required to perform any of the duties of a lower level.
- Maintaining quality standards including the approval of first-off samples.
- Basic production scheduling and materials handling within the scope of the process or directly related functions within new materials/finished goods location in conjunction with technicians.
- Exercising advanced keyboard skills.
- Assists in the provisions of on the job training in conjunction with trainer.
- Adjust equipment to meet quality assurance and process requirements of production program.

## Fruit and vegetables processing and packing

### Level 1

Employees who are recruited into the company at this level perform simple routine duties, work under direct supervision and receive detailed instruction. Level 1 employees exercise minimal judgement and are responsible for the quality of their own work within the scope of this level.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking induction training.
- Routine duties of mainly a manual nature including sorting, packing and assembling of product and may use simple automated processes and mechanised aid.
- Performing a range of general labouring and cleaning duties.

### Promotional criteria

Employees remain at this level until such time as they have satisfactorily completed an induction programme which enables them to meet the competency requirements of Level 1A, a position becomes available and they are selected to fill that vacancy. An induction program covers:

- Basic occupational health and safety.
- First aid.
- Conditions of employment.
- Company policies/objectives.
- Plant layout and material location.
- Workplace training to meet the requirements of being able to competently perform work within the scope of Level 2.

### Level 1A

Employees at this level perform a range of tasks and in so doing, work above and beyond the skills of an employee at Level 1 and to the level of their training:

- Work under direct supervision either individually or in a team environment.●
- Understand and undertake basic quality control.●

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 2.
- May be required to perform any of the duties of a lower level.
- Cleaning, peeling and processing new products.
- Manual packing of products.
- Sorting and grading of products with the assistance of automatic or semi-automatic machinery.
- Washing, packing, stacking and shrink wrapping of produce using any fixed or mobile equipment as aids to the task.
- Assembling products for customer orders.
- Using hand trolleys and pallet packs.
- Use forklifts having undertaken basic forklift operational training.



**Promotional criteria**

Employees may be promoted to Level 2 when:

- They can competently perform all tasks of a Level 1A employee.
- A position becomes available and they are selected to fill that vacancy.

**Level 2**

Employees at this level undertake a range of tasks and to the level of their training:

- Work under direct supervision either individually or in a team environment.
- Understand and undertake basic quality control/assurance procedures, including the ability to recognise basic quality deviations and faults.
- Exercise minimal decision making.

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 3.
- May be required to perform any of the duties of a lower level.
- Operating vacuum and other cooling equipment.
- Undertaking stock storage and product rotating activities.
- Maintaining production records.
- Operating forklifts and hold certificate of competency.

**Promotional criteria**

Employees may be promoted to Level 3 when:

- They can competently perform all tasks of a Level 2 employee.
- A position becomes available and they are selected to fill that vacancy.

**Level 3**

Employees at this level have completed a Food Processing Certificate or equivalent training to enable the employees to perform work within the scope of this level. Employees at this level:

- Are responsible for quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their level of skills and training.

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- Undertake training in a Personnel/Supervisory Preliminary Course.
- May be required to perform any of the duties of a lower level.
- Co-ordinate work in a production line.
- Allocate tasks to other.
- Assist in the provision of on the job training in conjunction with trainers.
- Undertake minor adjustment to machinery.

**Promotional criteria**

Employees may be promoted to Level 4 when:

- They can competently perform all tasks of a Level 3 employee.
- A position becomes available and they are selected to fill that vacancy.

**Level 4**

Employees at this level have completed a Production Certificate or equivalent training so as to enable the employees to perform work within the scope of this level. Employees at this level:

- Work from instructions and procedures.
- Assist in the provision of on the job training.
- Co-ordinate work in a team environment or work individually under general supervision.
- Write and read reports.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 5.
- May be required to perform any of the duties of a lower level.
- Using tools and equipment within the scope of basic non-trade maintenance.
- Exercising intermediate keyboard skills.
- Supervising the work of their employees.
- Allocate tasks to other employees.
- Implement production requirements.
- Oversee performance of other employees.

### Promotional criteria

Employees may be promoted to Level 5 when:

- They can competently perform all tasks of a Level 4 employee.
- A position becomes available and they are selected to fill that vacancy.

### Level 5

Employees at this level have completed approved courses in development of supervisory skills. For example; TAFE Supervision Certificate or equivalent.

Employees at this level may hold a Trade Certificate appropriate within the scope of their position and demonstrate their ability to exercise of that trade.

Employees at this level have completed appropriate Production Certificate or equivalent.

Employees at this level:

- Understands and applies quality control techniques.
- Exercises good interpersonal communication skills.
- Exercises discretion within the scope of the grade.
- Exercises keyboard skills at a level higher than Level 5.
- Would be expected to organise and control the work output of a section.
- Is able to inspect products and/or materials for conformity with established operations standards.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- May be required to perform any of the duties of a lower level.
- Maintaining quality standards including the approval of first-off samples
- Basic production scheduling and materials handling within the scope of the process or directly d functions within new materials/finished goods location in conjunction with technicians.
- Exercising advanced keyboard skills.
- Assists in the provision of on the job training in conjunction with trainer.

## Ice cream and frozen confectionery manufacturing

### Level 1

Employees who are recruited into the company at this level perform simple routine duties, work under direct supervision and receive detailed instruction. Level 1 employees exercise minimal judgement and are responsible for the quality of their own work within the scope of this level.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking induction training.
- Performing a range of general labouring and cleaning duties.

### Promotional criteria

Employees remain at this level until such time as they have satisfactorily completed an induction programme which enables them to meet the competency requirements of Level 2, a position becomes available and they are selected to fill that vacancy. An induction program covers:

- Basic occupational health and safety.
- First aid.

- Conditions of employment.
- Company policies/objectives.
- Plant layout and material location.
- Workplace training to meet the requirements of being able to competently perform work within the scope of Level 2.

## Level 2

Employees at this level perform utility (general hand) functions and in so doing, perform work above and beyond the skills of an employee at Level 1 and to the level of their training:

- Work under direct supervision either individually or in a team environment.
- Understand and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults.
- Exercise minimal decision making.
- Exercise discretion within their level of skills and training.

### Typical tasks

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 3.
- May be required to perform any of the duties of a lower level.
- Stack, prepare for storage raw and finished products and packaging material.
- Can washing.
- Maintaining simple production records.
- Identify machine faults (basic).
- Uses hand trolleys and pallet trucks.

### Promotional criteria

Employees may be promoted to Level 3 when:

- They can competently carry out all tasks of a Level 2 employee.
- A position becomes available and they are selected to fill the vacancy.

## Level 3

Employees at this level have completed a Production Certificate or equivalent training to enable the employees to perform work within the scope of this level. Employees at this level:

- Are responsible for the quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their level of skills and training

### Typical skills

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 4.
- May be required to perform any of the duties of a lower level.
- Receiving, despatching, distributing, sorting, checking, packaging (other than repetitive packing), order assembly, documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process.
- Exercising keyboard skills at basic level.
- Operation of mobile equipment including forklifts, overhead cranes and winch operation.
- Carrying out different measurements.
- Undertake minor adjustments to machinery.
- Conduct some basic testing.
- Identify product specification problems.
- Assisting ice cream freezing machine operating.
- Assisting cone and wafer machine operating.
- Freezer hand.
- Assisting frozen confectionery machine operating.
- Operating automatic, semi-automatic or single purpose machinery.

**Promotional criteria**

Employees may be promoted to Level 4 when:

- They can competently carry out all tasks of a Level 3 employee.
- A position becomes available and they are selected to fill the vacancy.

**Level 4**

Employees at this level have completed a Production Certificate or equivalent training so as to enable employees to perform work within the scope of this level. Employees at this level:

- Work from instructions and procedures.
- Assist in the provision of on the job training.
- Co-ordinate work in a team environment or work individually under general supervision
- Write and read reports

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- Undertaking training to enable entry into Level 5.
- May be required to perform any of the duties of a lower level.
- Inventory and store control including operations of all appropriate materials handling equipment, VDU and keyboard operation at a level higher than that of Level 3.
- Using tools and equipment within the scope of basic non-trade maintenance.
- Exercising intermediate keyboard skills.
- Supervising the work of their employees.
- Allocate tasks to other employees.
- Cone and wafer machine operating.
- Frozen confectionery machine operating.
- Ice cream freezing machine operating.
- Assists in the provision of on the job training in conjunction with trainers and tradespersons.
- Ice cream cake decorating.

**Promotional criteria**

Employees may be promoted to Level 5 when:

- They can competently carry out all tasks of a Level 5 employee.
- A position becomes available and they are selected to fill the vacancy.

**Level 5**

Employees at this level have completed approved courses in the development of supervisory skills. For example; TAFE Supervision Certificate or equivalent.

Employees at this level may hold a Trade Certificate appropriate within the scope of their position and demonstrate their ability to exercise of that trade. Employees at this level have completed appropriate Production Certificate or equivalent.

Employees at this level:

- Understands and applies quality control techniques
- Exercises good interpersonal communications skills.
- Exercises discretion within the scope of the grade.
- Exercises keyboard skills at a level higher than Level 4.
- Would be expected to organise and control the work output of a section.
- Is able to inspect products and/or materials for conformity with established operations standards.

**Typical tasks**

Indicative of the tasks which an employee at this level may perform are the following:

- May be required to perform any of the duties of a lower level.
- Maintaining quality standards including the approval of first-off samples.
- Basic production scheduling and materials handling within the scope of the process or directly related functions within new materials/finished goods location in conjunction with technicians.
- Exercising advanced keyboard skills.

- Assists in the provisions of on the job training in conjunction with trainer.
- Adjust equipment to meet quality assurance and process requirements of production program.

## Seafood processing

### Level 1

Employees who are recruited into the company at this Level receive induction training and perform routine duties either individually or as part of a team under direct supervision. Level 1 employees exercise minimal judgement or responsibility for the quality of their own work within the scope of this Level.

#### Typical tasks

Indicative of the tasks an employee at this Level may perform are the following:

- General labouring and cleaning duties.
- Operation of single action equipment.

#### Promotional criteria

Employees may be promoted to Level 2 when:

- They have satisfactorily completed an induction program.
- They can competently perform all tasks of a Level 1 employee.
- They can meet the competency requirements of Level 2.
- A position becomes available and they are selected to fill that vacancy.

### Level 2

Employees at this Level perform duties in addition to those of Level 1 that require extra skills performed to the level of their training under routine supervision. Employees at this Level:

- Work under direct supervision either individually or in a team environment.
- Understand and undertake basic quality control/assurance procedures including the ability to recognise bad quality, deviations and faults.
- Exercise minimal decision making.

#### Typical tasks

Indicative of the tasks which an employee at this Level may perform are the following:

- Operation of automatic machinery.
- Manual setting of semi-automatic equipment.
- Maintenance of basic production records.
- Grading.
- Measuring and testing of materials.
- Pallet jack operating.
- Entering basic data.

#### Promotional criteria

Employees may be promoted to Level 3 when:

- They can competently carry out the tasks of a Level 2 employee.
- They have the relevant production certificates or have completed and passed an approved equivalent training program.
- A position becomes available and they are selected to fill that vacancy.

### Level 3

Employees at this Level have attained a production certificate or completed equivalent approved training to competently fulfil the preceding levels and undertake tasks requiring greater skills or responsibility under minimal supervision. Employees at this Level:

- Are responsible for quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their Level of skills and training.

### Typical tasks

Indicative of the tasks which an employee at this Level may perform are the following:

- Assembling orders and preparing documentation.
- Checking inward or outwards goods and documentation.
- Recording shop floor inventory.
- Set-up and adjustment of process equipment.
- Recording of process performance.
- Control and documentation of inventory.
- Assisting with on the job training.
- Communicating variations in process specifications.
- Hand filleting.
- Driving fork trucks (to licence standard).

### Promotional criteria

Employees may be promoted to Level 4 when:

- They can competently carry out the tasks of a Level 3 employee.
- They have the relevant production certificates or have completed and passed an approved equivalent training program.
- A position becomes available and they are selected to fill that vacancy.

### Level 4

Employees at this Level have attained a production certificate or completed equivalent approved training to competently fulfil criteria of the preceding Levels and have the skill or technical knowledge to assume responsibility for work centre output quality and performance. Employees at this Level:

- Work from instructions and procedures.
- Assist in the provision of on the job training
- Co-ordinate work in a team environment or work individually under general supervision
- Write and read reports.

### Typical tasks

Indicative of the tasks which an employee at this Level may perform are the following:

- Co-ordinating team or group activities.
- Control and documentation of inventory.
- Allocation of tasks to other work centre employees.
- Maintenance of team discipline.
- Ensuring compliance with Safety regulations.
- Materials handling and storage.
- Specialised technical functions: e.g. Retort operation.

### Promotional criteria

Employees may be promoted to Level 5 when:

- They can competently carry out the tasks of a Level 4 employee.
- They have the relevant production certificates or have completed and passed an approved equivalent training program.
- A position becomes available and they are selected to fulfil that vacancy.

### Level 5

Employees at this Level have completed approved courses in the development of supervisory skills. For example; TAFE Supervision Certificate or equivalent.

Employees at this Level may hold a Trade Certificate appropriate within the scope of their position and demonstrate their ability to exercise the tasks and duties of that trade.

Employees at this Level have completed an appropriate Production Certificate or equivalent.

Employees at this Level:

- Understand and apply quality control techniques.
- Exercise good interpersonal communications skills.

- Exercise discretion within the scope of the grade.
- Exercise keyboard skills at a Level higher than Level 4.
- Would be expected to organise and control the work output of a section.

Are able to inspect products and/or materials for conformity with established operations standards.

### **Typical tasks**

Indicative of the tasks which an employee at this Level may perform are the following:

- Production scheduling.
- Work centre recruiting and induction.
- Allocating staff duties.
- Employee discipline, development and training.
- Production administration.
- Communicating variations in work centre performance.
- Co-ordinating service support.
- Maintaining quality standards.
- Monitoring work centre productivity.
- Ensuring compliance with Safety regulations.
- Inventory control.

## **Confectionery manufacturing**

### **Level 1**

Employees who are recruited into the company at this Level perform simple routine duties, work under direct supervision and receive detailed instructions. Level 1 employees exercise minimal judgement and are responsible for the quality of their own work within the scope of this Level.

### **Typical tasks**

Indicative of the tasks an employee at this Level may perform are the following:

- Undertaking induction training.
- Routine duties of a manual nature including sorting, packing and assembling products. Simple automated processes and mechanical aids may be used.
- Operation of single action equipment.
- General labouring and cleaning duties.
- Tallying, packing and job completion time information.
- Identifying machine breakdowns.

### **Promotional criteria**

Employees remain at this Level until such time as they have satisfactorily completed an induction program which enables them to meet the competency requirements of Level 1A, a position becomes available, and they are selected to fill that vacancy. An induction program covers:

- Basic occupational health and safety.
- First Aid.
- Conditions of Employment.
- Company policies/objectives.
- Plant layout and material location.
- Workplace skills needed to meet the requirements of being able to competently perform work within the scope of Level 1A.

### **Level 1A**

Employees at this Level have completed a production certificate or equivalent training to enable the employee to perform work within the scope of this Level:

- Work under direct supervision individually or in a team environment.
- Understand and undertake basic quality control and assurance procedures including the ability to recognise basic quality deviations and faults.
- Exercise minimal decision making.
- Exercise discretion within the level of skill and training.



### Typical tasks

Indicative of the tasks which an employee at this Level may perform are the following:

- Undertake training to enable entry to Level 2.
- May be required to perform any of the duties at a lower Level.
- Assist on the production line of an automatic, semi-automatic or single purpose machine in a supervised environment. May involve filling of feeding the line and packing off the line.
- Stock, prepare for storage raw and finished products and packaging material.
- Moulding.

### Promotional criteria

Employees may be promoted to Level 2 when:

- They can competently carry out all tasks of Level 1A.
- A position becomes available and they are selected to fill the vacancy.
- The employee has successfully completed a production certificate or equivalent training as required by the company at the time to be deemed necessary to operate at Level 2.

## Level 2

Employees at this Level perform utility (general hand) functions and in so doing, perform work above and beyond the skills of an employee at Level 1A and to the level of their training:

- Work unsupervised either individually or in a team environment.
- Understand and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviation and faults.
- Exercise minimal decision making.
- Exercise discretion within their Level of skills and training.

### Typical tasks

Indicative of the tasks which an employee at this Level may perform are the following:

- Undertaking training to enable entry into Level 3.
- May be required to perform any of the duties of a lower Level.
- Operating automatic, semi-automatic or single purpose machinery.
- Stock, prepare for storage raw and finished products and packaging material.
- Moulding.
- Maintaining simple production records.
- Identify machine faults (basic).
- Uses hand trolleys and pallet trucks.

### Promotional criteria

Employees may be promoted to Level 3 when:

- They can competently carry out all tasks of a Level 2 employee.
- A position becomes available and they are selected to fill the vacancy.
- They have achieved trade creditations as required by the employer.

## Level 3

Employees at this Level have completed a production certificate or equivalent training to enable the employees to perform work within the scope of this Level. Employees at this Level:

- Are responsible for the quality of their own work subject to routine supervision.
- Work under routine supervision either individually or in a team environment.
- Exercise discretion within their Level of skills and training.

### Typical skills

Indicative of the tasks which an employee at this Level may perform are the following:

- May be required to perform any of the duties of a lower Level.
- Receiving, dispatching, distributing, sorting, checking, packaging order assembly, documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process.
- Exercising keyboard skills at basic level.
- Carrying out different requirements.

- Undertaking adjustments to machinery.
- Conduct testing.
- Identifying product specification problems.
- Confectionery machine operation.

#### **Promotional criteria**

Employees may be promoted to Level 4 when:

- They can competently carry out all tasks of a Level 3 employee.
- A position becomes available and they are selected to fill the vacancy.

#### **Level 4**

Employees at this Level must have worked directly to a successful standard with a confectioner for a minimum of 3 years and have spent at least 90% of this time performing the following tasks:

- May be required to perform any of the duties of a lower Level.
- Able to assist in the preparation of high quality centres.
- Confectionery making which means the ability to successfully operate the following production types: chocolate tempering, moulding (solid and hollow), enrobing, spinning, high boiled and low boiled preparation and packaging plant.
- Supervise the work of employees.
- To assist in the provision of on the job training in conjunction with trainers and trade persons.

#### **Promotional criteria**

Employees may be promoted to Level 5 when:

- They can competently carry out all tasks of a Level 5 employee.
- A position becomes available and they are selected to fill that vacancy.

#### **Level 5**

##### **Typical skills**

Indicative tasks of the Level 5 employee are as follows:

- May be required to perform any of the duties of a lower Level.
- Able to develop high quality formulations and the production of first off samples and to develop new product manufacturing and quality control systems and to execute feasibility studies.
- Basic production scheduling and materials handling within the scope of the process or directly related functions with new materials/finished goods location in conjunction with technicians.
- To provide accurate production input and output at the necessary quality level and facilitate accurate costing accounting management information requirements.
- Exercise advanced skills in chocolate tempering, centre formulations, high boiled, low boiled, enrobing, moulding (solid and hollow), wrapping and packaging.
- Exercise advanced keyboard skill as it relates to confectionery manufacturing production systems.
- Instruct employees at all other skill Levels.
- Adjust equipment to meet quality assurance and process requirements of the production program.

Employees at this Level must have the following:

- A trade certificate appropriate within the scope of their position and demonstrated the ability to exercise the skills and duties of that trade, or;
- A minimum of five years work experience with a recognised confectionery manufacturing works as a confectioner, or;
- A European certificate of accreditation, or;
- A skills level which will enable achievement of Quality Assurance Certifications, research and development grants and other special accreditations.

Employees at this Level:

- Understand and apply quality control techniques.
- Exercise good interpersonal communication skills.
- Exercise discretion with the scope of the grade.