

FOOD PROCESSING

CERTIFICATE

This short-term vocational food processor’s certificate training program, is directed toward new employees as part of a general introduction and development of skills in the food processing industry.

For some time, West Michigan food processors have voiced their concerns over the lack of “just-in-time” skills training specific to their industry. The Michigan Manufacturing Technology Center-West, in partnership with The Starting Block, Inc. sourced such curriculum from The Australian Food Training Centre. Their certificate has been developed through extensive industry consultation and review, and addresses the “first-level” knowledge gap as explained by West Michigan companies.



As with all of MMTC-West training, this course is customizable to specific client needs. These shall be discussed between the client and the MMTC-West Business Development Specialist, summarized, and submitted as part of the formal training proposal.

OBJECTIVE

Participants will learn how to:

<ul style="list-style-type: none">• Communicate workplace information• Work safety• Follow work procedures to maintain quality• Follow work procedures to maintain food safety• Participate in environmentally sustainable work practices	<ul style="list-style-type: none">• Carry out manual handling task• Monitor process operation• Use numerical applications in the workplace• Participate effectively in a workplace environment
---	---

CURRICULUM

The 36-hour course is conducted by facilitators with successful track records of instruction in food safety sanitation, equipment operation/maintenance, teamwork/partnership, written and verbal communication, problem solving, and basic math.

For each module, students are provided with training workbooks, assessment materials and supplementary resources such as workplace documentation and industry standards. All training materials and resources can

be customized around each client's workplace documentation, including company policies and procedures, work instructions, quality reports and production check sheets. This process allows a thorough integration of workplace materials with the relevant competency standards.

Employability Skill	Industry / Enterprise Requirements for this Qualification
Communication	<ul style="list-style-type: none"> • Complete all reporting as required • Receive and relay oral and written messages • Read and apply workplace procedures and instructions • Communication information about problems with work
Teamwork	<ul style="list-style-type: none"> • Work as a team member • Identify own role and responsibilities within a team • Share workplace information
Problem-Solving	<ul style="list-style-type: none"> • Recognize and report any workplace hazards • Identify common problems and take required action • Follow workplace food safety procedures
Initiative and enterprise	<ul style="list-style-type: none"> • Inspect quality of work on an ongoing basis • Take appropriate corrective action to routine work problems • Select appropriate equipment • Distinguish between urgent and non-urgent tasks
Planning and organizing	<ul style="list-style-type: none"> • Identify work requirements • Identify work 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 • Organize work area to maintain housekeeping standards • Organize relevant equipment and tools
Self-management	<ul style="list-style-type: none"> • Identify personal responsibilities and work requirements • Manage time to meet own work requirements • Plan activity to meet own work requirements • Keep the work area clean tidy at all times • Monitor the quality of work against quality standards • Follow OSHA practices • Identify safety requirements for working in food processing industry • Seek assistance from other team members where appropriate
Learning	<ul style="list-style-type: none"> • Check work outcomes against workplace standard and identify inconsistencies • Assess own ability to meet job requirements • Listen to feedback and advice supervisors • Identify own skill requirements and skill development if required • Attend training or skill development activities • Ask questions to expand own knowledge • Self-check numerical information
Technology	<ul style="list-style-type: none"> • Use work tools, machines, and equipment safely and according to workplace procedures • Use manual handling technologies in the workplace • Use information technology devices as required