

APPLICATION FORM

CERTIFICATE 4 in Post Harvest

(TO BE RETURNED TO NFC WITH MEDICAL CERTIFICATE)

Name: _____

Date of birth: _____ Age: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Next of kin

Name: _____

Phone: _____

Education and training history

School/College: _____

From/To: _____

Highest level achieved: _____

Employment history (if applicable) Employer: _____

Location: _____

Type of work: _____

Length of employment: _____

References (please supply the details of a personal referee)

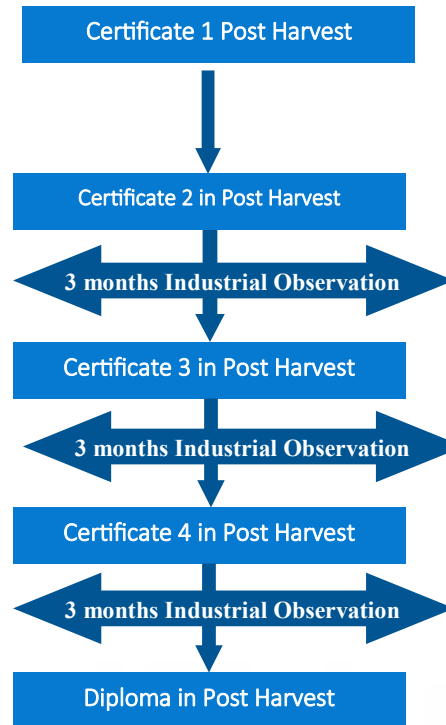
Name: _____

Phone: _____

Additional Information: _____

Signature: _____

Qualifications and Career Paths



For more information contact

National Fisheries Authority (HQ)
Phone: (675) 3090444 Ext:800

Or

National Fisheries College
P.O. Box 239,
Kavieng,
New Ireland Province,
Papua New Guinea
Phone: (675) 984 2187 or Fax: (675) 984 3243
or e-Mail: nfcinfor@fisheries.gov.pg

FP417 CERTIFICATE 4 in POST HARVEST OPERATIONS

NATIONAL FISHERIES COLLEGE

*A practical course for Seafood
Industry Production and
Quality Control Supervisors in
the Seafood Industry*

**Training Specialists for the
PNG Fishing Industry**

Course Contents

- The Certificate 4 in PHO course is mainly targeted at Production Supervisors and Quality Controllers of Seafood Industries.
- The course provides participants with skills and knowledge required to perform key tasks within the Seafood Industries.
- The course comprises a series of competencies such as implement OHS, product recall, food safety, hygiene & sanitation performance, recruit and select staff, supervise staff performance and leadership in workplace.

Course Duration

- The course covers first 10-weeks theory and pilot in-house practical sessions in PHO sea food processing plant. And the second 2 1/2 weeks Industrial work experience which is spread over 3 months, during which students must demonstrate skills obtained. These will be assessed by the Industrial Observer.

Entry Requirements

- Applicants must be over 18 years
- Applicants must have competently completed Certificate 3 course and / or at least have worked in the seafood industry for over 12 months.
- There is no requirement to have completed secondary schooling but preference will be given to applicants with good oral and written English language skills.

Course Venues

- Courses are delivered in Kavieng at the National Fisheries College.

Enrolment Procedures

- Applicants should complete and return the application on the back of this brochure.
- Applicants may be required to attend an interview to be selected for the course.
- Interviews will be conducted at least 2 weeks prior to the start of each course.
- Applicants selected for the course will be required to produce a character reference prior to commencement of the course.

Course Fees

- Contact National Fisheries College for information regarding fees.

Course Rules

- The National Fisheries College has Rules by which all Trainees should abide by once they are accepted for training at the NFC. These Rules act as a deterrent so each Trainee can concentrate on learning and acquiring skills rather than concentrate on unnecessary activities that do not assist with a Trainees learning on Campus.

Course Assessment

- All courses for fishing vessel crew and seafood industry workers are based on agreed industry competency standards .
- The competency standard include general knowledge and practical assessment.

- Validation on all assessment will be done when a course is completed.

The qualification will have application for people working:

- in processing plants
- for wholesalers or retailers
- on aquaculture farms or fishout/put-and-take operations.

Job roles

A person operating at this level will have a wide range of technical skills and/or managerial, coordination and planning responsibilities which may include:

- coordinating advanced processing
- coordinating the handling and slaughtering of harvested stock
- overseeing calibration and maintenance of equipment and facilities
- maintaining food safety and quality control procedures and policies
- supervising or leading work teams.

Work may vary between enterprises.

Job role titles may include:

- leading or senior fish processor
- process manager
- supervisor
- shift manager

OTHER QUALIFICATION TRAINING PROGRAM OFFERED BY NFC

Commercial Fishing Qualification Courses :

- FC1G17 Certificate 1 in Commercial Fishing Operations
- FC1P17 Certificate 1 in CFO (Purse Seine)
- FC2SC17 Certificate 2 in Commercial Fishing Operations (Coastal Skipper)
- FC2AE17 Certificate 2 in Commercial Fishing Operation (Assistant Engine Driver)
- FC3M17 Certificate 3 in Commercial Fishing Operation (Offshore Meter<24meters)
- FC3ED17 Certificate 3 in Commercial Fishing Operations (Engine Driver-Grade 2)

Aquaculture courses:

- FQ117 Certificate 1 in Aquaculture
- FQ217 Certificate 2 in Aquaculture
- FQ317 Certificate 3 in Aquaculture
- FQ417 Certificate 4 in Aquaculture

Post Harvest Courses:

- FP117 Certificate 1 in Post Harvest Operation
- FP217 Certificate 2 in Post Harvest Operation
- FP317 Certificate 3 in Post Harvest Operation
- FP417 Certificate 4 in Post Harvest Operation
- Diploma in Post Harvest Operation

Compliance & Governance courses:

- FGC217 Certificate 2 in Fisheries Officer Operations
- FGC317 Certificate 3 in Fisheries Officer Operations
- FGC4EC17 Certificate 4 in Fisheries Officer Operations (Enforcement & Compliance)
- FGC4GF17 Certificate 4 in Fisheries Officer Operations (General Fisheries Operations)

COMPETENCY UNDER CERTIFICATE4 POST HARVEST OPERATIONS

To be eligible to be awarded a **Certificate 4 in Post Harvest Operations** a person must complete all units from Group A, Group B (if competence not already achieved previously), Group C and Group D outlined below and complete a minimum of 3 units from the Elective Units.

GROUP A Mandatory Units	
FPCMNHIVA-IDS	Awareness of HIV & AIDS in the fisheries sector
GROUP B Core Units	
FP1.01B	Meet workplace health and safety requirements
FP1.02B	Carry out work effectively in the seafood industry
FP1.03B	Communicate in the seafood industry
FP1.04B	Apply basic food handling and safety practices
GROUP C Seafood Processing Specific Units	
FP2.01C	Implement the food safety program and procedures
FP3.02C	Implement OHS policies and guidelines
FP4.01C	Maintain hygiene standards while servicing a food handling area
FP4.02C	Prepare work instructions for new seafood processing tasks
FP4.03C	Apply and monitor food safety requirements
GROUP D General Units	
FP3.05D	Implement and monitor environmentally sustainable work practices
FP3.06D	Participate in a HACCP team
FP4.01D	Supervise work routines and staff performance
FP4.02D	Recruit, select and induct staff
FP4.03D	Show leadership in the workplace
Elective Units	
FP3.04C	Develop food safety programs
FP3.05C	Conduct internal food safety audits
FP3.08D	Operate refrigerated store rooms
FP4.04C	Buy seafood product
FP4.05C	Undertake process capability improvements
FP4.06C	Mistake proof a production process