

**APPLICATION FORM**  
**CERTIFICATE 3 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)

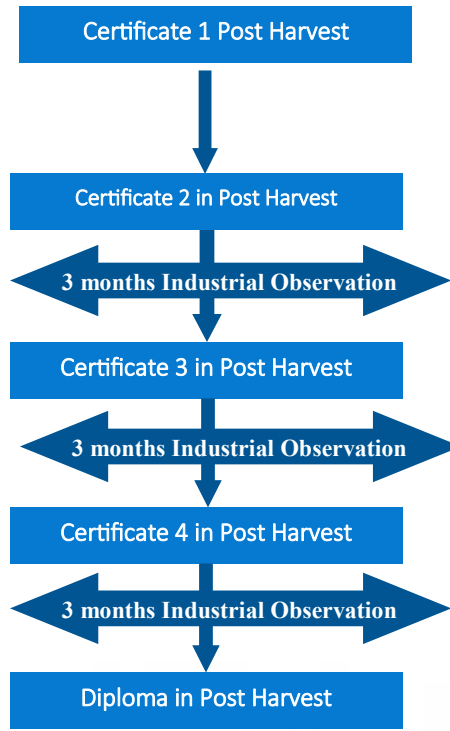
Name: \_\_\_\_\_

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: [nfcinfo@fisheries.gov.pg](mailto:nfcinfo@fisheries.gov.pg)

**FP317 CERTIFICATE 3 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 3 course is mainly targeted at Production and Quality Control Supervisors of Seafood Industries.
- The course provides participants with skills and knowledge required to work as supervisors and perform key roles within the Seafood Industries.
- The course comprises a series of competencies such as monitoring implementation of quality and safety programs, seafood evaluation, identifying and solving problems, coaching and mentoring and continuous improvement system and process.

Course Duration

- The course covers first 10-weeks theory and pilot in-house practical sessions in PHO seafood processing plant. Trainees will do 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 2 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

Individuals operating at this level undertake a broad range of routine processes and procedures which may include:

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

Work may vary between enterprises.

Job role titles may include:

- supervisor
- shift manager
- autonomous processor
- leading or senior fish processor
- process 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 CERTIFICATE 3 POST HARVEST OPERATIONS

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

| GROUP A Mandatory Unit                    |  |
|---|--|
| 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 |  |
| FP2.05C                                   | Monitor process operation  |
| FP3.01C                                   | Monitor the implementation of quality and food safety programs   |
| FP3.02C                                   | Implement OHS policies and guidelines                            |
| GROUP D General Units                     |  |
| FP3.01D                                   | Coordinate work site activities                                  |
| FP3.02D                                   | Support continuous improvement systems and processes             |
| FP3.03D                                   | Report on workplace performance                                  |
| FP3.04D                                   | Support and mentor individuals and groups                        |
| FP3.05D                                   | Implement and monitor environmentally sustainable work practices |
| Elective Units                            |  |
| FP1.03C                                   | Maintain the temperature of the seafood                          |
| FP2.06C                                   | Handle and pack sashimi grade tuna                               |
| FP2.01D                                   | Operate basic equipment  |
| FP2.06D                                   | Operate a packaging process                                      |
| FP2.09D                                   | Operate a retort process   |
| FP2.10D                                   | Fill and close product in can                                    |
| FP3.03C                                   | Evaluate a batch of seafood                                      |
| FP3.04C                                   | Develop food safety programs                                     |