

CERTIFICATION TEST ITEM REVIEW & VALIDATION

FOR

FISH & SEAFOOD
PRIMARY PROCESSOR:
CRUSTACEANS





LEADING THE WAY

Canada is a worldwide leader when it comes to analysing and validating certifications for various occupations. Food Processing is one of the sectors leading the way in this initiative.

OUR GOAL

REVIEW AND VALIDATE DRAFT TEST ITEMS
REVIEW AND VALIDATE PERFORMANCE EVALUATIONS
VALIDATE CERTIFICATION REQUIREMENTS

THIS DOCUMENT WILL BECOME A:
**Canadian Certified Fish and Seafood: Crustacean
Certification (CCFSCC)**

HOW DO WE GET THIS DONE?

1. WITH FISH & SEAFOOD PROCESSING PARTNERS' SUPPORT ACROSS CANADA.

2. FISH & SEAFOOD PROCESSING PARTNERS IDENTIFY SUBJECT MATTER EXPERTS.

3. USE EXPERT FACILITATORS TO LEAD ONLINE VALIDATION SESSIONS.

4. SUBJECT MATTER EXPERTS REVIEW AND VALIDATE CERTIFICATION TEST ITEMS AND PERFORMANCE EVALUATIONS.



WHO IS A FISH & SEAFOOD PRIMARY PROCESSOR: CRUSTACEANS

- Responsible for grading, cleaning, and preparing lobster, crab, and shrimp to meet production goals (as well as various preparation and cleaning duties)
- Use tools and equipment to process and package products.
- Follow established processes to ensure that final products are safe and meet the organization's and client's specifications.
- They do not supervise others and report to a lead hand, supervisor or manager.
- Perform administrative tasks that assist their work area in meeting its goals.



WHO ARE WE LOOKING FOR?

**A FISH & SEAFOOD PRIMARY PROCESSOR
SPECIALIZING IN CRUSTACEANS WHO MUST BE
INVOLVED IN OR RESPONSIBLE FOR:**

- Grading, cleaning, and the removal of lobster, crab, and shrimp meat.
- Preparing and operating machinery and equipment used to process and package crustacean products.
- Ensuring quality assurance by checking products and packaging for defects.
- Documenting product information, including weight, quantity, batch number, date and product name.

- ★ Individuals with 3+ years of lobster, crab or shrimp line processing experience
- ★ Job titles may include: Lead Hand, Supervisor and Production Worker
- ★ Possess basic technological skills

AREAS OF FOCUS

**FISH & SEAFOOD CRUSTACEANS
SPECIALIZATION IN:**

- Lobster
- Crab
- Shrimp



WHAT IS AN INDUSTRY CERTIFICATION?

THE FOODCERT™ PROGRAM PROVIDES CERTIFICATION THAT RECOGNIZES THE SKILLS AND KNOWLEDGE OF YOUR WORKERS.

- Certification recognizes employees that have invested years in the industry demonstrating their skills and knowledge.
- With increasing audit requirements, organizations or employees can confidently demonstrate employees are performing optimally.
- Provides employees with a greater understanding of career path options.
- Valuable resource for food processing employers and employees.
- Assists in the development of training and accreditation programs.

CERTIFICATION SAMPLE & PROCESS



Exam



Performance
Evaluation



CATEGORIES FOR REVIEW

FISH AND SEAFOOD - CRUSTACEANS

PRIMARY REVIEW TOPICS

- Lobster Processing
- Shrimp Processing
- Crab Processing
- Food Packaging
- Equipment & Tools
- Food Processing
- Leadership
- Health & Safety
- Quality Management

SECONDARY REVIEW TOPICS

- Sanitation
- Logistics
- Organizational Policies & Procedures
- Food Production Management
- Logistics
- Recalls
- Food Traceability
- Record Management
- Waste Management
- Communications
- Pest Control

PROCESS OBJECTIVES

DETERMINATIONS ON:

- Test blueprint & length of exam.
- Sign up process & test form setup
- Setting the passing score
- Appeal process
- Study Guide

TIME COMMITMENT

PARTICIPANTS MUST ATTEND THE ORIENTATION & WRAP-UP SESSIONS AS WELL A **MINIMUM OF THREE REVIEW SESSIONS** (OF THEIR OWN CHOICE)

ALL SESSIONS (INCLUDING ORIENTATION & WRAP-UP) TO TAKE PLACE **DURING** WORK HOURS

EACH REVIEW SESSION WILL LAST **APPROXIMATELY 3 HOURS**

SESSION TIMELINE

FEBRUARY 11, 2021
TO
MARCH 2, 2021

EVENT ROADMAP

**ORIENTATION
SESSION**
FEBRUARY 11TH, 2021



**REVIEW
SESSION 2**
FEBRUARY 18TH, 2021



**REVIEW
SESSION 4**
FEBRUARY 25TH, 2021



**REVIEW
SESSION 1**
FEBRUARY 16TH, 2021



**REVIEW
SESSION 3**
FEBRUARY 23RD, 2021



**WRAP-UP
SESSION**
MARCH 2ND, 2021



TIME

12:00 PM **EST**

DURATIONS

WRAP-UP & ORIENTATION

2-3 HRS

INDIVIDUAL SESSIONS

3 HRS APPROX.

REVIEW SESSION EXAMPLE

SESSION 2: REVIEW SESSION 1

When	What	Who	How Long
February 16th 2021	<p>Session 2 – Review Session 1: <i>Review and Validate Test items</i></p> <ul style="list-style-type: none">★ Welcome and introductions★ Recap session objectives★ Recap of how to review test items; the test item review questions★ Review of test items with group for:<ul style="list-style-type: none">i. <i>Crustacean Processing - Process Lobster</i>(10)ii. <i>Food Processing</i> (6)iii. <i>Leadership</i> (5)iv. <i>Logistics</i> (3)v. <i>Organizational Policies and Procedures</i> (3)★ Adjourn	4-6 committee members that represent the three species (Crabs, shrimps, and lobster)	3 hours



YOUR CONTRIBUTION WILL BE RECOGNIZED

FPSC WILL PROVIDE A
FINANCIAL COMPENSATION OF
\$25/HOUR TO EACH
PARTICIPANT, PER SESSION
ATTENDED.

HAVE YOUR NAME INCLUDED IN
OUR CERTIFICATION
FRAMEWORK REPORT

EMPLOYER BENEFITS

1. NO TRAVEL TIME INVOLVED -

SAVE YOUR EMPLOYEES FROM BEING OUT OF OFFICE FOR THE SESSIONS.

2. SESSIONS TAKE PLACE IN THE SPAN OF 3 WEEKS - 2 SESSIONS PER WEEK

3. MINI BONUS PROVIDED BY FPSC - TO PARTICIPANTS FOR OUTSTANDING CONTRIBUTION

4. DID YOU KNOW? -

DIGITAL TECHNOLOGY IS A RECOGNIZED
ESSENTIAL SKILL





EMPLOYEE BENEFITS



1. CHANCE TO COLLABORATE -
WITH OTHER AMAZING PROFESSIONALS
WITHIN THE SAME INDUSTRY



2. ADD TO YOUR RESUME -
“EXPERIENCED IN VIRTUAL COLLABORATION AND
DEVELOPMENT OF CERTIFICATION STANDARDS.”



3. GET RECOGNIZED -
CREDENTIALS FOR PARTICIPATION IN INDUSTRY
DEVELOPMENT



4. DEVELOPING CERTIFICATIONS AGAINST THE ODDS -
FACILITATE AND COLLABORATE. EVEN IF FACE-TO-FACE
MEETINGS ARE NOT POSSIBLE.

TECHNICAL LOGISTICS



SIGNING UP

Register with easy-to-use Google Form.
Sign-up for sessions as a Subject Matter Expert.



SETTING UP

Need assistance to set-up-Zoom before you begin
your session?

Feel free to email us at mdouleh@fpssc-ctac.com



ATTENDING

Join each session via password-protected Zoom Lobby

All the details on joining the lobby will be sent as soon as registration for a
session is completed.

FACILITATION



FACILITATORS

All sessions will be led by experienced facilitators:

Susan
Grifone



Elaine
McRae



You will be our subject matter expert!

CONFIDENTIALITY

All discussion items, validations, and deliverables will be under non-disclosure standards to optimize security.

AVAILABLE TO YOU

“HOW TO GUIDE”

A guide full of helpful tips and tools related to technological uses needed for this virtual process.

Ask us for one if needed!



THANK YOU FOR YOUR SUPPORT!

For more information, reach out to:



Tracy Biernacki-Dusza
Sr. Project Manager



tbdusza@fpssc-ctac.com



1-877-963-7472



<https://fpssc-ctac.com>

