

# LEARNING AND RECOGNITION FRAMEWORK FOR THE FOOD & BEVERAGE PROCESSING SECTOR

# Quick Reference Guide



**FPSC**

FOOD PROCESSING SKILLS CANADA  
COMPÉTENCES TRANSFORMATION ALIMENTAIRE CANADA

**Available online at [www.fpsc-ctac.com](http://www.fpsc-ctac.com)**

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Canada

# INTRODUCTION

The **Learning and Recognition Framework (LRF)** has been developed for the Food and Beverage Processing Sector. The process to develop this framework began with extensive research into training frameworks in North America and Internationally. The features of, and guiding principles behind, Learning and Recognition Frameworks currently in place for the food and beverage processing sector in Canada and around the world were identified and analyzed. These principles were used as the basis for developing the model of a Learning and Recognition Framework for **Food Processing Skills Canada (FPSC)** in Canada. These principles were applied during the analysis of the FPSC's Master Competency Framework to develop the LRF.

In 2019 FPSC conducted an industry consultation process to communicate, discuss and validate the LRF followed by an online survey answered by individuals representing all sub-sectors of food and beverage processing. A series of focus groups were attended by representatives from training institutions, training providers, human resource executives, professionals and owners/managers of food and beverage processing organizations from all sub-sectors. The full LRF report can be found at [fpsc-ctac.com](http://fpsc-ctac.com).



## ABOUT US

**Food Processing Skills Canada (FPSC)** is the food and beverage manufacturing industry's workforce development organization. As a non-profit, located in Ottawa with representatives across Canada, we support food and beverage manufacturing businesses from coast to coast in developing skilled and professional employees and workplace environments.

Our work directly and positively impacts industry talent attraction, workforce retention and employment culture. We care about assisting the industry in finding, training and retaining the very best people for the job. Through our partnerships with industry, associations, educators and all levels of governments in Canada, FPSC has developed exceptional resources for the sector including the **Food Skills Library™**, **Canadian Food Processors Institute™**, **FoodCert™** and Labour Market Information Reports.

# LEVELS OF LEARNING AND RECOGNITION FRAMEWORK

This framework has five levels: Workplace Essentials and Levels 1 through 4. The food and beverage processing subject matter experts (SMEs) requested the addition of titles to level 1 through 4 and decided on 'foundations', 'occupations', 'supervisor' and 'management'. Level 3 has a specialty level built specifically for food production supervisor, which is expected to be the area of most interest and uptake within food and beverage processing organizations. SMEs also requested to broaden the description of the Workplace Essentials level to include people for whom Canadian culture and/or Canadian food safety culture may be new.

## DESCRIPTION OF LEVELS

<p><b>Workplace Essentials</b></p>	<ul style="list-style-type: none"> <li>• For those with no or little work experience</li> <li>• For those who are new to Canadian work culture or to Canadian food safety culture</li> <li>• Likely do not have Canadian High School Diploma</li> <li>• Provides foundation skills for working in the food and beverage processing sector</li> </ul>
<p><b>Level 1: Foundations</b></p>	<ul style="list-style-type: none"> <li>• For those with 1 year of experience or less in a food and beverage processing work setting</li> <li>• Individuals in or seeking their first employment position in food processing</li> <li>• Establishes an understanding of the food and beverage processing sector</li> </ul>
<p><b>Level 2: Occupations</b></p>	<ul style="list-style-type: none"> <li>• For those in the process of acquiring their specific technical skills in the sector and directly involved in food and beverage production</li> <li>• Also <b>value-added recognition</b> for those already holding some kind of occupational recognition i.e. certification</li> <li>• Based on specific NOS/occupations, develops specific technical/occupational skills and establishes a comprehensive base of knowledge</li> </ul>
<p><b>Level 3: Supervisor</b></p>	<ul style="list-style-type: none"> <li>• For those currently holding, or transitioning to, supervisory positions</li> <li>• Provides support to set new supervisors up for success</li> <li>*Level 3 Specialty: Supervisor Specializing in Food Production</li> </ul>
<p><b>Level 4: Management</b></p>	<ul style="list-style-type: none"> <li>• For those currently holding, or transitioning to, management positions</li> <li>• Provides support to set new managers up for success and broadens the base skills and knowledge of existing managers</li> </ul>

# ENTRY/ADMISSION REQUIREMENTS FOR LEVELS OF LEARNING AND RECOGNITION FRAMEWORK

There are no entry/admission requirements for the Workplace Essentials level. The other levels have proposed entry/admission requirements that were discussed and amended during the industry consultation phase. As the goal of the LRF is to encourage learning, SMEs were careful to ensure that the entry/admission levels would not represent a barrier to learning, but rather set the learner up for success by ensuring they had the base knowledge and skills to succeed in their ongoing learning at a particular level. One of the big changes that resulted from the focus group discussions was the addition of recommended entry/admission criteria. These are not required, and therefore do not provide a barrier to learning, but learners are encouraged to pursue them.

## ENTRY/ADMISSION REQUIREMENTS

<b>Level 1: Foundations</b>	<ul style="list-style-type: none"> <li>• Canadian High School /CEGEP or equivalent OR Workplace Essentials required</li> <li>• Recommend Workplace Essentials Thinking Skills if have not taken the Workplace Essentials level</li> </ul>
<b>Level 2: Occupations</b>	<ul style="list-style-type: none"> <li>• Common Core Level 1 required</li> <li>• Recommend 6 months experience in food and beverage processing environment</li> <li>• Recommend Workplace Essentials Thinking Skills</li> <li>• Recommend choice of at least one relevant Level 1 industry-specific elective (e.g. dairy industry, fish &amp; seafood industry, etc).</li> </ul>
<b>Level 3: Supervisor</b>	<ul style="list-style-type: none"> <li>• Common Core Level 1 required</li> <li>• Recommend food and beverage processing technical experience of at least 6 months</li> <li>• Recommend minimum of 1 year of work experience in any sector</li> <li>• Recommend choice of at least one relevant Level 1 industry-specific elective (e.g. dairy industry, fish &amp; seafood industry, etc).</li> </ul>
<b>Level 4: Management</b>	<ul style="list-style-type: none"> <li>• Common Core Level 1 required</li> <li>• Common Core Level 3 required</li> <li>• Level 2 Principles of Food Safety core unit required</li> <li>• Recommend minimum of 1 year supervisory experience in any sector</li> <li>• Recommend food and beverage processing technical experience of 1 year</li> <li>• Recommend choice of at least one relevant Level 1 industry-specific elective (e.g. dairy industry, fish &amp; seafood industry, etc).</li> </ul>

# WORKPLACE ESSENTIALS

<b>WORKPLACE ESSENTIALS ELECTIVES</b>  <i>Minimum of Three</i>	Self-Awareness/ Independence	Customer Relationships	Canadian Workplace Cultures	Adaptability	Self-Actualization	Interpersonal Relationships	Assertiveness	Empathy/Social Responsibility	Positive Attitudes in the Workplace
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<b>WORKPLACE ESSENTIALS MANDATORY</b>	Workplace Communication	Thinking Skills	Document Use	Working with Others	Employee & Employer Expectations	<b>Food Safety Culture &amp; You</b>	Digital Technology Skills	Numeracy	Stress Management
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NOTE: An orange outline indicates Food Safety

## WORKPLACE ESSENTIALS LEVEL



Workplace Essentials is for those with little or no work experience. It is also for those who are new to Canadian work culture or to Canadian food safety culture. There are no admission requirements for this level. These individuals likely do not possess a Canadian High School Diploma. The training at this level provides foundation skills for working in the food processing sector.

As we look to the future EI courses and content were integrated into the LRF for discussion during the industry consultation phase. The SMEs agreed to add a number of electives to this level that learners can choose from based on their interests and work context. Mandatory course for numeracy and an elective course on cultural intelligence were added.

# LEVEL 1: FOUNDATIONS

<b>SECTOR-SPECIFIC ELECTIVES</b> <b>One of:</b>	<b>Knife and Power Tool Skills -OR- Level 1 Meat Cutting Certification</b> (use food processing hand and power tools, use knives and saws)	<b>Food Processing Equipment</b> (operate food processing equipment [pre-op, startup, monitor, changeovers, minor maintenance, troubleshoot, lock out])	<b>Product Packaging</b> (prepare materials, portion/weigh, fill and seal, bottle/can, label, tray/box, palletize, perform change-over)	<b>Inventory Handling</b> (pick and pack, prep for shipping, receive, unload, store, etc)
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<b>INDUSTRY-SPECIFIC ELECTIVES</b> <b>One of:</b>	Introduction to the Animal Food Production Industry*	Introduction to the Grain and Oilseed Industry*	Introduction to the Sugar and Confectionery Industry*	Introduction to the Fruit and Vegetable Industry*	Introduction to the Dairy Industry*	Introduction to the Meat and Poultry Industry*	Introduction to the Fish and Seafood Industry*	Introduction to the Bakery Industry*	Introduction to the Beverage Industry*
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\*Each to include what it produces, overview of industry in Canada, processes used (smoking, distilling, etc, grading systems/inspection process, raw ingredients).

<b>MANDATORY COMMON CORE</b>	<b>Introduction to the Food Processing Industry</b> (“I AM FOOD” course)	<b>Basics of Food Safety</b> (what is contamination, overview of allergens, importance of sanitation, consequences of noncompliance, regulatory overview, proper handling and preservation of ingredients/products, what is traceability, intro pest control)	<b>Workplace Sanitation</b>	<b>Introduction to Quality Control and Quality Assurance</b> (what is it, how does it impact worker in the workplace)	<b>GMPs and SOPs</b>	<b>Workplace and Industrial Safety</b>
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## LEVEL 1: FOUNDATIONS

Level 1 is for those with 1 year of experience or less in a food and beverage processing environment. They are likely individuals in, or seeking, their first employment position in food and beverage processing. The admission requirements include having completed the Workplace Essentials level or possessing a High School Diploma/CEGEP Diploma or equivalent. For those who have not achieved their Workplace Essentials level, it is recommended that they take the Workplace Essentials Thinking Skills course. Training at this level establishes an understanding of the food and beverage processing sector.



## LEVEL 2: OCCUPATIONS

OCCUPATIONAL-SPECIFIC TRAINING	INDUSTRIAL MEAT CUTTER	CHEESE-MAKER	POULTRY PRIMARY PROCESSING FRONTLINE WORKER	SANITATION WORKER	QA/QC TECHNICIAN	FISH AND SEAFOOD PRIMARY PROCESSOR	FOOD PROCESSING OPERATOR	DAIRY PROCESSING OPERATOR
One of the following:	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS	Course accredited to NOS

MANDATORY COMMON CORE	<p><b>Principles of Food Safety</b></p> <p>(food microbiology, foodborne illnesses, indicators of contamination/spoilage, microbiological hazards, bacteria, yeasts and molds (good and bad); biological/chemical/physical sources of contamination including allergens)</p>	<p><b>Quality Control and Quality Assurance Systems</b></p> <p>(Quality Control systems, mitigation, introduction to recall audits, basics of regulation and compliance, safety and quality specifications)</p>	<p><b>Introduction to Process Control</b></p> <p>(sampling, Critical Control Points (CCP), food safety, product quality, characteristic of ingredients and in-process products)</p>

<p><b>*NEW*</b> <b>FUTURE</b> <b>NOS TBD</b></p>
<p>Course accredited to NOS</p>

\* Individuals with a **Level 2 Certificate** will receive credit towards the knowledge portion of their chosen occupational certification.

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## LEVEL 2 OCCUPATIONS



Level 2 is for those in the process of acquiring their technical skills and who are already directly involved in food and beverage production. The admission requirements include having completed Common Core Level 1. Although not required, it is recommended that learners have 6 months of experience working in a food and beverage processing environment, that they have taken Workplace Essentials Thinking Skills and at least one industry-specific elective from Level 1. Training at this level establishes a comprehensive understanding of the food and beverage processing sector and is based on specific occupational areas. Level 2's core enhanced knowledge reflects the level of content found in many North American certificate and diploma programs. Level 2 is directly related to **FPSC's National Occupational Standards (NOS)**.

The concepts of 'Certification' and the 'Learning and Recognition Framework', is defined as follows:

**Certification** is a program of assessment that provides recognition of a level of **existing competence of knowledge and performance**. It is achieved through knowledge and performance assessment, often 'on the job'.

— *Certification is recognition of 'Competence'.* —

The **Learning and Recognition Framework** is a comprehensive structure of clearly defined qualifications that **recognizes achievements in learning**. It is achieved through engaging in a program of coursework.

— *The LRF is recognition of 'Learning'.* —

# LEVEL 3: SUPERVISOR

## SUPERVISOR SPECIALIZING IN FOOD AND BEVERAGE PRODUCTION

SALES AND MARKETING					WORKFORCE MANAGEMENT				LOGISTICS AND PURCHASING		FACILITY MANAGEMENT	
<p><b>Intro to Marketing in Food Processing</b> (domestic and international markets/end consumers, basics of pricing, how to reach market, connection to customer, marketing trends, whole process for product develop, processing, labelling, consumer sales plan, handle customer concerns and complaints)</p>	<p><b>Sell Products and Services</b> (qualify customer, conduct sales calls and presentations, overcome objections, develop quotes, close sales, process sales, follow up on sales, monitor sales plan, handle customer concerns and complaints)</p>	<p><b>Oversee Marketing Activities</b> (monitor implementation of marketing strategy, provide info about products and services, advertise)</p>	<p><b>Develop Promotional Events and Contests</b> (develop marketing/promotional events, oversee promotional events, participate in industry shows, develop trade sales promotions)</p>	<p><b>Execute Online Marketing</b> (develop online presence)</p>	<p><b>Execute Public Relations and Media Activities</b> (conduct public relations activities)</p>	<p><b>Hire Employees</b> (recruit/assist with recruitment, screen, interview, hires)</p>	<p><b>Train Employees</b> (employee resources, orientation, plan training, conduct training, conduct one-on-one training)</p>	<p><b>Manage in Union Environment</b> (collective agreement, respond to grievances, participate in collective bargaining)</p>	<p><b>Facilitate Employee Departure</b> (dismiss, layoff, resignations)</p>	<p><b>Inventory Management</b> (maintain inventory system, manage problem inventory, complete cycle counts, oversee warehouse operations)</p>	<p><b>Purchasing</b> (research suppliers and prices, choose suppliers, oversee purchasing, issue claims)</p>	<p><b>Intro to Facility Operations</b> (knowledge of each system, function, impacts on operation, maintenance scheduling, basic troubleshooting, conserving resources, integrity of data)</p>
RISK MANAGEMENT AND RECALLS		SANITATION AND WASTE MANAGEMENT		FOOD PRODUCTION					RESEARCH AND DEVELOPMENT		FUTURE ELECTIVES	
<p><b>Risk Management for Supervisors</b> (implement risk management plans, monitor implementation of risk management plan, also monitor department's record management system)</p>	<p><b>Supervise Recalls</b> (manage recall, follow recall plan, legislation/compliance)</p>	<p><b>Oversee Facility Cleanliness &amp; Sanitation</b> (develop cleaning processes, verify cleaning processes, monitor cleaning, develop sanitation process, monitor sanitation)</p>	<p><b>Monitor Waste Management</b> (monitor facility waste management activities, manage and implement recycling program)</p>	<p><b>Food Production Workflow Management</b> (monitor production workflow, monitor yield, manage production problems, adjust production workflow, maximize personnel and equipment use, assess availability of supplies, data integrity)</p>	<p><b>Food Production Administration</b> (prepare production reports, monitor department record management – ISO compliance – legislation regulations, implement P&amp;P data integrity)</p>	<p><b>Food Safety and Quality Program Implementation</b> (communicate FSMS and QMS to staff, verify programs and tasks, monitor quality, grade/inspect, review and validate, program documentation, implement and monitor pest management, corrective action)</p>	<p><b>Food Safety and Quality Compliance</b> (prepare for audits, participate in audits, interact with regulatory inspectors)</p>	<p><b>Develop New Product Ideas</b> (research, product concepts, bench-top prototypes; also commercialize [provide input])</p>	<p><b>Improve Existing Products and Processes</b> (value-added, input into innovation, cost optimization, product development and improvement)</p>			
<b>MANDATORY COMMON CORE</b>	<p><b>Supervise Employee Performance</b> (positive work environment, motivate, schedule staff, conduct perf reviews, performance issues, promote, mentor/coach)</p>	<p><b>Monitor OH&amp;S and Security</b> (conduct safety inspections, follow OHS Program, participate in emergency prep and accident investigations, monitor adherence to security program, conduct exercises and drills, knowledge of worker's compensation, lead emergency prep)</p>	<p><b>Monitor Budget Performance</b> (impacts of key indicators being monitored, margin, financial impacts, labour costing, monitoring production/yield, essential math, e.g. ratios and proportions)</p>	<p><b>Build a Respectful Workplace</b> (supervising with emotional intelligence, diversity/inclusion, harassment)</p>	<p><b>Leadership for Supervisors</b> (implement action plans, delegate tasks, promote continuous improvement, implement organizational change, support organizational change, conduct meetings, critical thinking/problem solving for supervisor, manage internal communication)</p>	<p><b>Introduction to the Regulatory Environment</b> (provincial/territorial, national/international regulations and agency info for all subsectors)</p>	<p><b>Future Skills</b></p>					

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## LEVEL 3: SUPERVISOR

Level 3 is for those currently holding, or transitioning to, supervisory positions. The admission requirements include having completed Common Core Level 1. Although not required, it is recommended that learners have 6 months of food and beverage processing technical experience, a minimum of 1 year of work experience in any sector and at least one industry-specific elective from Level 1. Training at this level sets new supervisors up for success and enhances the skills and knowledge of existing supervisors.

The SMEs also felt strongly that there should be a specialization at this level. They have defined a specialty recognition called "Level 3: Supervisor Specializing in Food Production". Achievement of this certificate requires individuals to have successfully completed the Level 3 Common Core, all four units in Food and Beverage Production, plus a number of units TBD.



# LEVEL 4: MANAGEMENT

<b>FUNCTION-SPECIFIC ELECTIVES</b> <small>Choose from a minimum of two categories</small>	SALES AND MARKETING				WORKFORCE MANAGEMENT		FACILITY MANAGEMENT	FOOD PRODUCTION		LOGISTICS AND PURCHASING		FUTURE ELECTIVES	
	<b>Manage Public Relations Crises and Controversies</b>	<b>Develop Sales Plan</b>	<b>Develop Integrated Marketing Strategy</b> <small>(conduct situational analysis, develop integrated marketing strategy)</small>	<b>Develop Branding and Pricing Strategy</b> <small>(develop branding, develop pricing strategy)</small>	<b>Set Strategic Direction for the Workforce</b> <small>(develop HR plan, develop succession plan, allocate HR, monitor implementation of HR Plan)</small>	<b>Develop Compensation Packages</b> <small>(develop compensation packages)</small>	<b>Oversee Design of Facility Systems</b> <small>(electrical, piping, HVAC, water, wastewater, air, gas, plumbing, steam, etc.)</small>	<b>Set Strategic Direction for Food Production</b> <small>(develop production plan, develop production schedule, review production reports, monitor workflow and yield, implement strategies to maximize resources)</small>	<b>Plan for Equipment</b> <small>(design/plan equipment layout, provide input for food processing equipment purchases, define process capacity, commission equipment)</small>	<b>Develop Logistics Plan</b> <small>(establish inventory system, plan warehouse operations, develop warehouse plan)</small>	<b>Manage Transportation</b> <small>(design transportation network, determine carrier requirements, select carrier, obtain insurance)</small>	For example: Food Fraud, etc.	
	HEALTH AND SAFETY		RISK MANAGEMENT AND RECALLS		FOOD QUALITY AND SAFETY MANAGEMENT				SANITATION AND PEST CONTROL			WASTE MANAGEMENT	R&D
	<b>Develop Occupational Health and Safety Program</b> <small>(develop OH&amp;S program, evaluate program, direct accident/incident investigations)</small>	<b>Develop Facility and Product Security Program</b> <small>(develop Facility Security Program, monitor adherence to facility security program)</small>	<b>Manage Food Traceability</b> <small>(create traceability system, implement traceability system, maintain system)</small>	<b>Manage Recalls</b> <small>(develop recall plan, manage recall)</small>	<b>Develop HACCP Program</b> <small>(assemble team, describe products, process flow diagram, verify schematic, hazard analysis, CCP, critical limits, monitoring procedures, record keeping)</small>	<b>Develop Prerequisite Program</b> <small>(develop prerequisite program for premises)</small>	<b>Develop Quality Management System</b> <small>(develop quality manual, benchmark best practices, create deviation management system, create corrective and preventive action system, create complaint system, process control data analysis)</small>	<b>Manage Audits</b> <small>(develop tracking tools, develop system to manage audits)</small>	<b>Develop Chemical Safety Program</b> <small>(conduct chemical risk assessment, implement control measures, develop chemical safety program)</small>	<b>Develop Pest Control Program</b> <small>(develop pest control program, implement and monitor)</small>	<b>Develop Facility Environmental Monitoring Processes</b>	<b>Develop Facility Waste Management and Recycling Programs</b> <small>(develop recycling waste management program)</small>	<b>Manage New Product Development Projects</b> <small>(include analyze trial results)</small>
<b>MANDATORY COMMON CORE</b>	<b>Risk Management for Managers</b> <small>(analyze risk of domestic and international operations, develop risk management plans, implement and monitor plan, knowledge of food traceability and recalls, OH&amp;S risks)</small>		<b>Develop Organizational Policies, Processes and Procedures</b> <small>(determine applicable legislation, develop organizational policies, develop SOPs, implement P&amp;P, establish record management P&amp;P and monitor organization's record keeping, knowledge of audits)</small>		<b>Financial Management for Managers</b> <small>(develop budget, monitor budget performance, develop product costing, manage cash flow, generate reports, obtain alternate source of funds)</small>		<b>Business Data Analysis and Statistics for Managers</b> <small>(data collection systems, using formulas, projections, presentation of financial information, consumer and commercial credit, simple and compound interest, trend analysis, annuities, depreciation, financial instruments and discounting, integrity of data)</small>		<b>Leadership for Managers</b> <small>(decision making, critical thinking, problem solving, internal and external communication [media, agencies, customers and the protocols], develop strategic vision, develop organizational sustainability plan, develop change management plan, promote continuous improvement)</small>		<b>Future Core Skills</b> <small>For example: Developing a Culture of Food Safety</small>		

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## LEVEL 4: MANAGEMENT



Level 4 is for those currently holding, or transitioning to, management positions. The admission requirements include having completed Common Core Level 1 and Common Core Level 3, as well as the Level 2 Food Safety core unit. Although not required, it is recommended that learners have 1 year of supervisory experience in any sector, food and beverage processing technical experience of 1 year, and a choice of at least one Level 1 industry-specific elective. Training at this level sets new managers up for success and broadens the base skills and knowledge of existing managers.

During the industry consultation, the existing draft was built upon and the units made more comprehensive; for instance, deepening the knowledge base of risk management with details such as knowledge of audits and knowledge of OH&S risks. Data integrity and data analysis was integrated into the structure. Critical thinking and problem-solving skills have also been integrated into the Common Core.

### WHAT ABOUT INDIVIDUALS WHO ALREADY HOLD UNIVERSITY-LEVEL CREDENTIALS?

The LRF allows anyone the opportunity to acquire enhanced knowledge and skills related to the food and beverage processing sector. For instance, a person who holds an MBA might benefit from further learning related to the food and beverage processing sector, such as food safety management or risk management; or a person who holds a designation in food science may benefit from learning skills such as setting the strategic direction for the workforce, or financial management for food and beverage processing managers. These individuals may also benefit from a prior learning assessment to receive credit for learning they have achieved previously.

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