



LEARNING AND RECOGNITION FRAMEWORK FOR THE FOOD AND BEVERAGE PROCESSING SECTOR

Level 4 MANAGEMENT

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

Level 3 SUPERVISOR – Supervisor Specializing in Food and Beverage Production

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

Level 2 OCCUPATIONS*

OCCUPATIONAL-SPECIFIC TRAINING One of: ➔	INDUSTRIAL MEAT CUTTER Course accredited to NOS	CHEESEMAKER Course accredited to NOS	POULTRY PRIMARY PROCESSING FRONTLINE WORKER Course accredited to NOS	SANITATION WORKER Course accredited to NOS	QA/QC TECHNICIAN Course accredited to NOS	FISH AND SEAFOOD PRIMARY PROCESSOR Course accredited to NOS	FOOD PROCESSING OPERATOR Course accredited to NOS	DAIRY PROCESSING OPERATOR Course accredited to NOS	*NEW* FUTURE NOS TBD Course accredited to NOS
	Principles of Food Safety (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)		Quality Control and Quality Assurance Systems (Quality Control systems, mitigation, introduction to recall audits, basics of regulation and compliance, safety and quality specifications)		Introduction to Process Control (sampling, Critical Control Points (CCP), food safety, product quality, characteristics of ingredients and in-process products)		* People who have taken programs that are accredited to HACCP Coordinator NOS will receive credit for courses at several different levels in this framework.		* Individuals with a Level 3 Certificate will receive credit towards the knowledge portion of their chosen occupational certification.

Level 1 FOUNDATIONS

SECTOR-SPECIFIC ELECTIVES One of: ➔	KNIFE and POWER TOOL SKILLS -or- LEVEL 1 MEAT CUTTING CERTIFICATION (use food processing hand and power tools, use knives and saws)		FOOD PROCESSING EQUIPMENT (operate food processing equipment [pre-op, startup, monitor, changeovers, minor maintenance, troubleshoot, lock out])		PRODUCT PACKAGING (prepare materials, portion/weight, fill and seal, bottle/can, label, tray/box, palletize, perform change-over)		INVENTORY HANDLING (pick and pack, preparation for shipping, receive, unload, store, etc.)				
	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*	Introduction to the Other Food Processing Industry*	
MANDATORY COMMON CORE	Introduction to the Food Processing Industry (** AM FOOD* course)		Basics of Food Safety (what is contamination, overview of allergens, importance of sanitation, consequences of non-compliance, regulatory overview, proper handling and preservation of ingredients/products, what is traceability, introduction to pest control)		Workplace Sanitation		Introduction to Quality Control and Quality Assurance (what is it, how does it impact the worker in the workplace)		GMPs (food production facility, equipment, incoming materials, process steps, personal hygiene, pest control and sanitation)	SOPs and SSOPs	Workplace and Industrial Safety

WORKPLACE ESSENTIALS

SOCIAL/EMOTIONAL ELECTIVES Minimum of three ➔	Introduction to Emotional Intelligence (Pre-Requisite)	Knowing & Handling Emotions (Self-Mastery)	Adaptability (Self-Mastery)	Stress Management (Resilience)	Empathy (Social Awareness)	Interpersonal Skills (Relationship Management)	Motivation (Self-Actualization)	Positive Attitudes	Creativity and Innovation
	Workplace Communication	Thinking Skills	Document Use	Working with Others (Collaboration)	Problem Solving (Decision Making)	Digital Technology Skills	Numeracy	Employer and Employee Expectations	Canadian Workplace Cultures

NOTE: An orange border indicates Food Safety content.

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