



Pivotal Training and Development

RTO Code: 90272

FDF30210 - Certificate III in Pharmaceutical Manufacturing

This Qualification covers the Pharmaceutical Manufacturing specialisation.

Job Roles

The Certificate III in Pharmaceutical Manufacturing targets those requiring team leader and higher production skills for pharmaceutical manufacturing environments. It builds upon industry specific skills and knowledge and allows greater emphasis on leadership, problem solving as well as increased technical ability.



Additional Qualification advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the Qualification level.

Many Units in this Qualification assume a basic level of mathematics equivalent to a school sector Year 10 standard. If a student does not possess this level of mathematics then the Unit FDFOP2061A Use numerical applications in the workplace should be selected as part of this Qualification.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this Qualification is based on:

- ✓ the context required by the industry and/or enterprise
- ✓ a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- ✓ flexible delivery options including on-the-job and work-based training that support the development of competency.

This qualification will be issued according to the Australian Qualifications Framework



Pathways	
<i>Pathways into the qualification</i>	Preferred pathways for candidates considering this qualification include: FDF20211 Certificate II in Pharmaceutical Manufacturing or Candidates with extensive vocational experience in Pharmaceutical manufacturing with limited responsibility for the output of others.
<i>Pathways from the qualification</i>	After achieving this Qualification, candidates may undertake the FDF40210 Certificate IV in Pharmaceutical Manufacturing or any other suitable Qualification
Support	
	Pivotal provides a variety of delivery modes and assessment evidence techniques to support the learner to meet the requirements of this qualification.
<i>Language, Literacy and Numeracy Requirements and Assistance</i>	Students who experience difficulties in basic areas of learning and behaviour, regardless of the cause are supported through Learning and Support resources available at Pivotal. Students do not need a formal disability diagnosis to access support. Support is available It for students with significant learning difficulties, mild intellectual disability, language disorder.
<i>Academic Support</i>	Your experienced Trainers and Assessors are your first point of contact for support. They will guide you through your academic journey and also refer you to other support that you may require.
<i>Learning Support</i>	Where language, literacy and numeracy gaps or physical barriers are identified, Pivotal will use strategies to address gaps and support the learner throughout the qualification.
<i>Student support</i>	If Throughout the program students circumstances of hardship (financially, health, etcetera) that may hinder the student's progression in the program. Our staff will work with each affected student to make sure that the student gets the proper attention and support to successfully complete the program.
<i>Peer support</i>	Our students are encouraged to work together and in teams. You will find plenty of encouragement amongst your peers.

Why Pivotal Training & Development

<p><i>Our Mission Statement</i></p>	<p>Pivotal Training and Development Pty Ltd is a Registered Training Organisation (RTO) with Australian Skills Quality Authority to deliver and assess accredited courses within the Australian Qualification Framework (AQF).</p> <p>Our mission is to work with organisations that aspire to develop and maintain a highly skilled and productive workforce.</p> <p>We strive to facilitate personal and professional growth in individuals by providing a unique first class training and structured assessment strategies. Therefore, we offer a specialised range of accredited courses that can be specifically tailored to suit individual trainees and their organisational needs.</p>
<p><i>Qualifications</i></p>	<p>Our expertise focuses on following areas of specialisation:</p> <ul style="list-style-type: none"> ✓ Warehousing Operations ✓ Food Processing ✓ Pharmaceutical Manufacturing ✓ Process Manufacturing ✓ Competitive Systems and Practices ✓ Sales ✓ Leadership and Management ✓ Work Health and Safety ✓ Retail ✓ Hospitality
<p><i>Our trainers and Assessors</i></p>	<p>All our trainers are experts in their chosen field. Each has the prescribed professional and training qualification.</p> <p>All Pivotal trainers must have current vocational experience in their respective field. Although our customised training solutions are pioneering and original, however it is our team's expertise and their passion that really makes the difference.</p> <p>We recognise that the contribution of a competent, motivated and confident employee is the key to the organisation's success. Therefore, we customise our programs to meet your organisational needs and the needs respective regulatory requirements to ensure a positive outcome for all stakeholders.</p>

Course entry requirements	
<i>Employment</i>	Learners must be currently employed in a workplace that allows them to contribute to a workplace project.
<i>Education</i>	While there are no formal education entry requirements stipulated by the Training Package, given the nature of the course learners must have: Completed schooling to Year 12, OR 2 years industry experience in a role that requires the use of written documentation and communication.
<i>English</i>	Where prospective learners have not successfully completed English at Year 12 level, they can demonstrate equivalency.
Recognition and Credit transfer	
<i>Recognition of Prior Learning (RPL) Credit Transfer</i>	RPL: Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Application may only be made after enrolment and must be made using the Application Form.
<i>Credit transfer:</i>	Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.
Delivery & Assessment	
<i>Delivery</i>	Enrolment Options available: Students select one option <ul style="list-style-type: none"> ✓ Full time on campus program ✓ Self-paced external studies program ✓ On the Job training (Eligibility requirements apply)
<i>Start date</i>	Ongoing
<i>Duration</i>	Full time up to 20hrs per week for 40. Duration may vary depending on your current competence in Leadership and Management. Students with experience in the field are encouraged to apply for RPL.
<i>AQF Level</i>	III
<i>Location</i>	Parramatta and/or Workplace

<p><i>Assessment outline</i></p>	<p>A minimum of 3 forms of evidence are required by Pivotal to confirm competence, each unit will require 3 of the following:</p> <ul style="list-style-type: none"> ✓ Short Answer Assessment Questions* ✓ Practical demonstration/ observation ✓ Project Task ✓ Portfolio of evidence – workplace documents ✓ Third Party report * ✓ indicates essential evidence if completing a work based training. <p>Assessment is conducted at the following session to which the training has been conducted allowing the participant to carry out tasks directly related to the unit studied and the supervisor to adequately observe the participant in depth during this time period</p>
<p>Funding</p>	
<p><i>NSW Smart and skilled</i></p>	<p>Smart and Skilled qualifications are subsidised by the NSW Government. Eligible students can choose from hundreds of qualifications, from Certificate I to Advanced Diploma.</p> <p>Smart and Skilled training covers apprenticeships and most new-entrant traineeships, although it excludes VET courses in schools.</p>
<p><i>What will I pay?</i></p>	<p>All Smart and Skilled providers will charge the same student fee because the NSW Government has fixed course fees. The fees vary according to the level of the course and the price the Government has determined for the qualification. Your course fee will also vary according to your individual circumstances.</p> <p>The 2017 Student Fees show detailed fees for each course, but generally:</p> <ul style="list-style-type: none"> ✓ The 'First Qualification fee' will apply if you have no previous post-school qualification ✓ 'Second or Further Qualification fee' will apply if you already have a post-school qualification ✓ The 'traineeship fee' will apply if you are a registered apprentice and will be capped at \$1,000 ✓ Foundation Skills student fees will be \$220-\$320, or \$80 if you are eligible for concession
<p><i>Fee Free scholarship</i></p>	<p>The NSW Government's <i>Reskilling NSW</i> initiative includes the creation of Smart and Skilled Fee-Free Scholarships.</p> <p>Fee-Free Scholarships cover the course fee for eligible</p>

	<p>people who are undertaking a Smart and Skilled course.</p> <p>Smart and Skilled Fee-Free Scholarships are available for:</p> <ul style="list-style-type: none"> • young people who are eligible for a Smart and Skilled concession fee • young people who are or have been in out-of-home care • people who are experiencing or have experienced domestic and family violence and their dependents.
<i>Austudy/Abstudy Approved</i>	No
<i>Nationally recognised</i>	Yes
Payment (Fee for Service)	
<i>Enrolment fee</i>	NIL
<i>Total course fee</i>	<p>\$6,300.00</p> <p>Fees are not levied for credit transfer applications or transition for superseded qualifications.</p>
<i>Instalments</i>	<p>Fees may be paid in 10 equal installments of \$630</p> <p>All overdue fees are to be paid before a statement of attainment / certificate is issued.</p>
<i>Payment Options</i>	<p>Fee for Service Payment Plan Available</p> <p>This option is available in some circumstances and must be negotiated with Pivotal prior to the administrative date.</p> <p>A deposit of \$500 per study session is payable before the administration date. Full payment must be made by the end of the teaching period for which the student is enrolled.</p>
<i>Pivotal accepts the following payment methods for upfront fees:</i>	<p>Payment plans can be negotiated with Pivotal accounts department and can be fulfilled in the following way:</p> <ol style="list-style-type: none"> 1. Cheque or money order 2. Credit card (not Amex or Diners Club) 3. Bank deposit <p>Students will be liable for any bank fees and charges associated with dishonoured cheques, credit cards or bank transfers.</p>

Refunds	
	<p>The following refund policy will apply:</p> <ul style="list-style-type: none"> • Students who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid. • Students who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Pivotal Training & Development is required to cover the costs of staff and resources which will have already been committed based on the students initial intention to undertake the training. • Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.
How to apply	
	<p>Pivotal Training and Development Pty Ltd RTO Enrolments Level 8, 80 George Street Parramatta NSW 2150 Phone: 02 9687 9299 Fax: 02 9687 9499 Email: pivotal@pivotal.com.au</p>
Complaints and appeals	
	<p>Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.</p>
More information	
	<p>We recommend that you read The Student Handbook available on our website prior to enrolling with us.</p>

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Core/Elective	Code	Name	Sequence
Core	FDFOHS3001A	Contribute to OHS processes	1
Core	FDFOP2064A	Provide and apply workplace information	2
Core	FDFPH3001A	Monitor and maintain Good Manufacturing Practice procedures	3
Core	MSAENV272B	Participate in environmentally sustainable work practices	4
Elective	FDFOP3003A	Operate interrelated processes in a production system	5
Elective	FDFPPL3001A	Participate in improvement processes	6
Elective	FDFPPL3002A	Report on workplace performance	7
Elective	FDFPPL3003A	Support and mentor individuals and groups	8
Elective	FDFPPL3004A	Lead work teams and groups	9
Elective	FDFPPL3006A	Establish compliance requirements for work area	10
Elective	FDFOP2061A	Use numerical applications in the workplace	11
Elective	TLIA3018A	Organise despatch operations	12
Elective	TLIA3019A	Organise receival operations	13
elective	FDFOHS2001A	Participate in OHS processes	14
elective	FDFOP2063A	Apply quality systems and procedures	15
Elective	BSBCUS301B	Deliver and monitor a service to customers	16

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Volume of Learning

Core/Elective	Code	Name	Nominal hours
Core	FDFOHS3001A	Contribute to OHS processes	40
Core	FDFOP2064A	Provide and apply workplace information	30
Core	FDFPH3001A	Monitor and maintain Good Manufacturing Practice procedures	60
Core	MSAENV272B	Participate in environmentally sustainable work practices	30
Elective	FDFOP3003A	Operate interrelated processes in a production system	60
Elective	FDFPPL3001A	Participate in improvement processes	40
Elective	FDFPPL3002A	Report on workplace performance	30
Elective	FDFPPL3003A	Support and mentor individuals and groups	30
Elective	FDFPPL3004A	Lead work teams and groups	40
Elective	FDFPPL3006A	Establish compliance requirements for work area	50
Elective	FDFOP2061A	Use numerical applications in the workplace	30
Elective	TLIA3018A	Organise despatch operations	40
Elective	TLIA3019A	Organise receival operations	40
elective	FDFOHS2001A	Participate in OHS processes	40
elective	FDFOP2063A	Apply quality systems and procedures	30
Elective	BSBCUS301B	Deliver and monitor a service to customers	35
<u>Total hours</u>			<u>625</u>

Other Accredited Courses available at Pivotal Training and Development:

COURSE CODE	Qualification name
BSB51915	- Diploma of Leadership and Management
BSB40615	- Certificate IV in Business Sales
BSB42015	- Certificate IV in Leadership and Management
FDF10111	- Certificate I in Food Processing
FDF10210	- Certificate I in Pharmaceutical Manufacturing
FDF20111	- Certificate II in Food Processing
FDF20211	- Certificate II in Pharmaceutical Manufacturing
FDF30111	- Certificate III in Food Processing
TLI31616	- Certificate III in Warehousing Operations
FDF40110	- Certificate IV in Food Processing
MSM30116	- Certificate III in Process Manufacturing
MSS30316	- Certificate III in Competitive Systems and Practices
MSS40316	- Certificate IV in Competitive Systems and Practices
SIR30216	- Certificate III in Retail
SIR40316	- Certificate IV in Retail Management
SIT30616	- Certificate III in Hospitality
BSB41415	- Certificate IV in Work Health and Safety