

**APPLICATION FORM**  
**DIPLOMA 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)

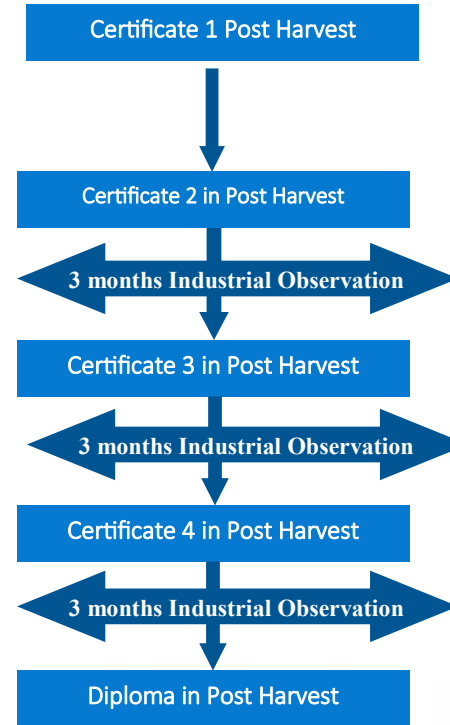
Name: \_\_\_\_\_

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

**NATIONAL FISHERIES COLLEGE**



**DIPLOMA in POST HARVEST OPERATIONS**



*A practical course for Seafood Industry Production and Quality Control Supervisors in the Seafood Industry*

**Training Specialists for the PNG Fishing Industry**

## Course Contents

### Description

This qualification represents the competencies relevant to people working in the seafood processing sector of the seafood industry in the capacity of a manager. The qualification will have application for people working:

- on aquaculture farms or fishout/put-and-take operations
- for contract harvesting and on-farm processing companies
- in processing plants
- for wholesalers or retailers.

### Job roles

A person operating at this level will have a wide range of technical skills and/or managerial, coordination and planning responsibilities which may include:

- managing risk and implementation of effective controls and corrective actions
- managing the production system
- designing and planning of processing and holding systems and other structures
- developing policies and procedures ensuing continual improvement throughout the business
- complying with a wide range government regulations and restrictions, including human resources, aquaculture operations, occupational health and safety (OHS), environment, animal welfare and food safety
- implementing new technologies and ideas
- sourcing external contractors and services.

Work may vary between enterprises.

### Job role titles may include:

- General Manager
- Director

### Course Duration

- The course covers first 10 weeks theory and pilot in-house practical sessions in PHO sea food processing plant. And the second 2 1/2 weeks 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 4 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.
- Validation on all assessment will be done when a course is completed.

## 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 DIPLOMA in POST HARVEST OPERATIONS

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

GROUP A Mandatory Units	
FPCMN HIVAIDS	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	
FP3.04C	Develop food safety programs
FP3.05C	Conduct internal food safety audits
FP5.01C	Produce technical reports on seafood processing systems
FP5.02C	Design and manage a product recall
FP5.03C	Plan and manage seafood and related product concept development
FP5.04C	Manage seafood processing production units
FP5.05C	Establish and maintain the enterprise OHS program
FP5.06C	Develop, manage and maintain quality systems
GROUP D General Units	
FP5.01D	Establish and manage effective external relationships
FP5.02D	Develop workplace policy for sustainability
FP5.03D	Manage budgets and financial plans
FP5.04D	Manage operational plan