



Australian Government

MTM11 Australian Meat Industry Training Package

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CONTENTS

MTM11 Australian Meat Industry.....	14
Training Package Details.....	15
Preliminary Information	17
Overview	18
History.....	21
Mapping to Previous Training Package.....	22
Historical and General Information.....	77
Introduction to the Industry	78
Industry Requirements for Employability Skills	88
Competency Standards.....	88
Competency Standards - Industry Contextualisation.....	92
Examples from this Training Package of Employability Skills	93
Qualifications Framework.....	94
Qualification Pathways.....	102
Skill Sets in this Training Package	104
List of AQF Qualifications	105
Whole of Industry Qualification Information	106
List of ALL Units within Training Package	107
Imported Units of Competency	127
Assessment Guidelines Overview.....	133
Assessment Guidelines.....	146
MTM10111 Certificate I in Meat Processing (Smallgoods)	149
MTM10211 Certificate I in Meat Processing (Meat Retailing)	152
MTM20111 Certificate II in Meat Processing (Abattoirs)	156
MTM20211 Certificate II in Meat Processing (Smallgoods).....	169
MTM20311 Certificate II in Meat Processing (Meat Retailing).....	175
MTM20411 Certificate II in Meat Processing (Food Services).....	181
MTM30111 Certificate III in Meat Processing (Boning Room)	187
MTM30211 Certificate III in Meat Processing (Food Services)	194
MTM30311 Certificate III in Meat Processing (Meat Safety)	199
MTM30411 Certificate III in Meat Processing (Rendering).....	206
MTM30511 Certificate III in Meat Processing (Slaughtering).....	210
MTM30611 Certificate III in Meat Processing (General)	217
MTM30811 Certificate III in Meat Processing (Retail Butcher).....	227
MTM30911 Certificate III in Meat Processing (Smallgoods - General)	233
MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)	241
MTM40111 Certificate IV in Meat Processing (Leadership).....	248
MTM40211 Certificate IV in Meat Processing (Meat Safety)	255
MTM40311 Certificate IV in Meat Processing (Quality Assurance)	262
MTM40411 Certificate IV in Meat Processing (General)	269
MTM50111 Diploma of Meat Processing	277
MTM50211 Diploma of Meat Processing (Meat Retailing)	284
MTM60111 Advanced Diploma of Meat Processing	291
MTM70111 Vocational Graduate Certificate in Agribusiness	298
MTM80111 Vocational Graduate Diploma of Agribusiness.....	304
MTMSS00001 Animal Welfare Officer Skill Set	311
MTMSS00005 Basic Meat Industry Skill Set	314
MTMSS00018 Game Harvester Skill Set.....	316
MTMSS00019 Game Industry Depot Management Skill Set	318

MTMSS00020 Game Pre-dressing Inspection Skill Set.....	320
MTMSS00038 Meat Industry Microbiological Testing Skill Set.....	322
MTMBUS701A Manage financial performance	325
MTMBUS702A Provide strategic leadership	335
MTMBUS703A Communicate and negotiate in a culturally diverse context	344
MTMBUS704A Develop and enhance collaborative partnerships and relationships	352
MTMBUS705A Develop and manage international business operations	363
MTMBUS706A Commercialise research and technology product/idea	373
MTMBUS801A Manage change to organisational electronic technology systems	382
MTMBUS802A Undertake research project.....	392
MTMBUS803A Analyse data for business decision making.....	399
MTMCOR201A Maintain personal equipment	407
MTMCOR202A Apply hygiene and sanitation practices.....	415
MTMCOR203A Apply Quality Assurance practices	423
MTMCOR204A Follow safe work policies and procedures.....	431
MTMCOR205A Communicate in the workplace	440
MTMCOR206A Overview the meat industry	449
MTMCOR401C Manage own work performance	458
MTMCOR402C Facilitate Quality Assurance process.....	467
MTMCOR403A Participate in OHS risk control process.....	477
MTMCOR404A Facilitate hygiene and sanitation performance.....	485
MTMG300A Overview wild game meat industry	493
MTMG301A Operate a game harvesting vehicle.....	500
MTMG302A Eviscerate, inspect and tag wild game carcass in the field	507
MTMG303A Receive and inspect wild game carcasses from the field	514
MTMG304A Receive and inspect wild game carcasses at a processing plant	522
MTMG305A Store wild game carcasses.....	531
MTMG306A Use firearms to harvest wild game	539
MTMP2002C Prepare animals for slaughter	547
MTMP2004B Feed Race.....	555
MTMP2005B Restrain animal.....	563
MTMP2006B Apply animal welfare and handling requirements	571
MTMP2007B Perform emergency kill	579
MTMP2008A Assess, purchase and transport calves	587
MTMP2009B Unload livestock	594
MTMP2011C Identify animals using electronic systems.....	602
MTMP2012C Shackle animal	610
MTMP2013C Operate electrical stimulator	617
MTMP2014C Remove head	625
MTMP2015C Cut hocks	633
MTMP2016C Mark brisket	640
MTMP2018C Complete changeover operation.....	647
MTMP2020C Trim pig pre-evisceration.....	655
MTMP2021C Number carcass and head.....	661
MTMP2022C Punch pelts	668
MTMP2023C Remove brisket wool	674
MTMP2024C Prepare hide or pelt for removal.....	681
MTMP2025B Bag tail	688
MTMP2026B Remove and record tag.....	694
MTMP2027B Seal or drain urinary tract.....	701
MTMP2028B Singe carcass	707
MTMP2029B Shave carcass.....	713
MTMP2030B Flush carcass	721

MTMP2031C Operate scalding/de-hairing equipment	727
MTMP2032C Operate whizzard knife.....	735
MTMP2033C Operate rise and fall platform.....	741
MTMP2034C Operate vacuum blood collection process	747
MTMP2035C Operate nose roller	754
MTMP2036C Operate pneumatic cutter	761
MTMP2037C Operate circular saw	768
MTMP2038C Prepare carcass and equipment for hide/pelt puller	775
MTMP2039C Operate tenderiser.....	782
MTMP2040C Operate mincer	789
MTMP2042C Operate new technology or process.....	796
MTMP2043C Operate sterivac equipment.....	804
MTMP2044B De-rind meat cuts.....	811
MTMP2045B De-nude meat cuts.....	819
MTMP2046B Operate rib puller	827
MTMP2047B Operate frenching machine.....	834
MTMP2048B Operate cubing machine	841
MTMP2049B Cure and corn product in a meat processing plant	848
MTMP2050B Operate head splitter	856
MTMP2051C Trim neck	863
MTMP2052C Trim forequarter to specification.....	869
MTMP2053C Trim hindquarter to specification.....	877
MTMP2054C Inspect hindquarter and remove contamination	884
MTMP2055C Inspect forequarter and remove contamination	891
MTMP2057B Remove spinal cord.....	899
MTMP2058B Operate jaw breaker.....	905
MTMP2061C Grade carcass.....	911
MTMP2062C Weigh carcass	919
MTMP2063C Operate semi-automatic tagging machine	927
MTMP2064C Measure fat.....	935
MTMP2065C Label and stamp carcass.....	943
MTMP2066C Wash carcass.....	951
MTMP2067B Operate a decontamination unit	957
MTMP2068B Remove tenderloin	963
MTMP2071C Inspect meat for defects	970
MTMP2072C Assemble and prepare cartons	978
MTMP2074C Identify cuts and specifications.....	986
MTMP2075C Pack meat products	994
MTMP2081C Operate carton sealing machine	1002
MTMP2082C Operate carton scales	1009
MTMP2083C Operate strapping machine	1016
MTMP2084C Operate carton forming machine	1024
MTMP2085C Operate automatic CL determination machine	1031
MTMP2086B Operate bag forming equipment	1039
MTMP2091C Assess dentition	1046
MTMP2092C Drop tongue.....	1053
MTMP2093C Wash head	1059
MTMP2094C Bone head	1065
MTMP2095C Remove cheek meat	1072
MTMP2096C Bar head and remove cheek meat	1078
MTMP2102C Process thick skirts	1085
MTMP2115C Process thin skirts.....	1093
MTMP2116B Process offal.....	1101

MTMP2117B Process runners	1108
MTMP2118B Overview offal processing	1115
MTMP2121C Prepare and trim honeycomb	1123
MTMP2123C Further process tripe	1130
MTMP2122C Recover mountain chain	1137
MTMP2124C Trim processed tripe	1143
MTMP2125C Process small stock tripe	1151
MTMP2126C Process bibles	1159
MTMP2127B Process maws	1166
MTMP2131C Prepare and despatch meat product orders	1174
MTMP2132C Loadout meat product	1182
MTMP2133C Store carcass product	1190
MTMP2134C Store carton product	1198
MTMP2135C Locate storage areas and product	1206
MTMP2136C Complete re-pack operation	1214
MTMP2137B Bag carcass	1222
MTMP2141C Overview offal processing on the slaughter floor	1230
MTMP2143C Separate offal	1238
MTMP2144C Trim offal fat	1246
MTMP2145C Separate and tie runners	1253
MTMP2147C Recover thin skirts	1259
MTMP2148B Remove thick skirts	1266
MTMP2149B Remove flares	1273
MTMP2150B Recover offal	1280
MTMP2151C Overview hide, pelt, skin processing	1287
MTMP2152C Trim hide or skin	1294
MTMP2153C Salt hide or skin	1302
MTMP2154C Grade hide or skin	1310
MTMP2155C Despatch hide or skin	1318
MTMP2156B Treat hides chemically	1325
MTMP2157B Chill, ice hides	1332
MTMP2158B Crop pelts	1340
MTMP2161C Overview fellmongering operations	1347
MTMP2162C Chemically treat skins for fellmongering process	1355
MTMP2163C Prepare chemicals for fellmongering process	1362
MTMP2164C Operate wool drier and press	1370
MTMP2165C Perform sweating operation on fellmongered skin	1378
MTMP2166C Perform skin fleshing operation	1386
MTMP2167C Skirt and weigh fellmongered wool	1394
MTMP2168B Operate wool puller	1402
MTMP2171C Dispose of condemned carcass	1409
MTMP2172C Skin condemned carcass	1416
MTMP2173C Eviscerate condemned carcass	1423
MTMP2175C Process paunch	1430
MTMP2176C Process skin by-products	1438
MTMP2177C Process pet meat	1446
MTMP2178B Skin skins	1454
MTMP2179B Process blood	1461
MTMP2181C Overview rendering process	1469
MTMP2182C Operate hogger	1477
MTMP2183C Operate blow line	1485
MTMP2184C Operate meat meal mill	1493
MTMP2185C Operate waste recovery systems	1501

MTMP2186C Pack and despatch rendered products.....	1508
MTMP2187C Break down and bone carcass for pet meat or rendering.....	1516
MTMP2188C Operate air filtration system.....	1522
MTMP2192B Clean carcass hanging equipment.....	1530
MTMP2193B Clean amenities and grounds.....	1538
MTMP2196C Overview cleaning program.....	1546
MTMP2197C Clean after operations - boning room.....	1554
MTMP2198C Clean after operations - slaughter floor.....	1562
MTMP2201C Transport food.....	1570
MTMP3001C Knock and stun animal.....	1578
MTMP3002C Stick and bleed animal.....	1586
MTMP3003A Handle animals humanely while conducting ante-mortem inspection.....	1594
MTMP3006C Rod weasand.....	1602
MTMP3007C Seal weasand.....	1608
MTMP3008C Ring bung.....	1616
MTMP3009C Seal bung.....	1624
MTMP3010A Split carcass.....	1632
MTMP3011C Overview legging operation.....	1640
MTMP3012C Make first leg opening cuts.....	1648
MTMP3013C Make second leg opening cuts.....	1656
MTMP3014C Perform legging on small stock.....	1664
MTMP3015A Bone neck.....	1672
MTMP3016B Perform 'Y' cut.....	1678
MTMP3017A Skin head.....	1685
MTMP3021C Explain opening cuts.....	1692
MTMP3022C Perform flanking cuts.....	1700
MTMP3023C Perform brisket cuts.....	1708
MTMP3024C Perform rumping cuts.....	1715
MTMP3025C Perform rosette cuts.....	1722
MTMP3026C Perform midline cuts.....	1730
MTMP3031C Scald and de-hair carcass.....	1737
MTMP3032C Operate pelt puller.....	1745
MTMP3033C Operate hide puller.....	1753
MTMP3034C Remove pelt manually.....	1760
MTMP3036C Bed dress carcass.....	1767
MTMP3037C Eviscerate animal carcass.....	1775
MTMP3038C Operate brisket cutter, saw.....	1783
MTMP3039C Eviscerate game shot carcass.....	1791
MTMP3041C Backdown pig carcass.....	1799
MTMP3042C Prepare head for inspection.....	1806
MTMP3043B Operate air knife.....	1813
MTMP3044B Drop sock and pull shoulder pelt.....	1820
MTMP3045B Undertake retain rail.....	1827
MTMP3046A Prepare and present viscera for inspection.....	1835
MTMP3052C Bone small stock carcass - leg.....	1843
MTMP3054C Slice and trim leg - small stock.....	1851
MTMP3055C Bone large stock carcass - forequarter.....	1859
MTMP3056C Bone large stock carcass - hindquarter.....	1867
MTMP3057C Slice and trim large stock forequarter.....	1876
MTMP3058C Slice and trim large stock hindquarter.....	1884
MTMP3059C Break carcass using a bandsaw.....	1892
MTMP3060C Operate leg boning machine.....	1900
MTMP3061C Operate trunk boning machine.....	1908

MTMP3062B Bone small stock carcase - shoulder	1916
MTMP3063B Bone small stock carcase - middle	1924
MTMP3064B Slice small stock carcase - shoulder.....	1932
MTMP3065B Slice small stock carcase - middle.....	1940
MTMP3066B Bone carcase using mechanical aids (large stock).....	1948
MTMP3071C Perform ante-mortem inspection and make disposition	1956
MTMP3072C Perform post-mortem inspection and make disposition	1965
MTMP3073B Implement food safety program	1975
MTMP3074B Perform carcase Meat Hygiene Assessment	1985
MTMP3075B Perform process monitoring for Meat Hygiene Assessment	1993
MTMP3076B Perform boning room Meat Hygiene Assessment.....	2001
MTMP3077B Perform offal Meat Hygiene Assessment	2009
MTMP3081C Operate batch cooker	2017
MTMP3082C Operate continuous cooker	2025
MTMP3083C Operate press	2033
MTMP3084C Operate wet rendering process.....	2040
MTMP3085C Monitor boiler operations	2048
MTMP3086C Operate tallow processing plant	2055
MTMP3087C Operate blood processing plant.....	2062
MTMP3088C Produce rendered products hygienically	2070
MTMP3089C Render edible products	2078
MTMP3090B Implement a Quality Assurance program for rendering plant	2086
MTMP3095B Grade beef carcasses using Meat Standards Australia standards	2094
MTMP3099B Use standard product descriptions - sheep/goats	2107
MTMP3100B Use standard product descriptions - beef	2115
MTMP3101B Use standard product descriptions - pork	2123
MTMP3102B Provide coaching	2131
MTMP3103B Provide mentoring	2140
MTMP3104B Use standard product descriptions - kangaroos.....	2149
MTMP3105A Follow and implement an established work plan.....	2157
MTMP3107B Perform manual chemical lean testing.....	2165
MTMP401B Utilise refrigeration index	2173
MTMP402B Implement a Meat Hygiene Assessment program	2181
MTMP403B Oversee plant compliance with the Australian Standards for meat processing.....	2190
MTMP404B Apply meat science.....	2198
MTMP405B Conduct and validate pH/temperature declines to Meat Standards Australia standards	2208
MTMP406A Develop and implement Quality Assurance program for a rendering plant.....	2216
MTMP407B Supervise new recruits.....	2224
MTMP408A Inspect transportation container/vehicle	2234
MTMP409A Maintain abattoir design and construction standards	2242
MTMP410A Oversee humane handling of animals	2250
MTMP411A Inspect game meat	2259
MTMP412A Inspect poultry	2267
MTMP413A Inspect ratites.....	2275
MTMPR201C Prepare and operate a bandsaw	2284
MTMPS201C Clean work area during operations	2291
MTMPS203C Operate scales and semi-automatic labelling machinery	2299
MTMPS204C Maintain production records.....	2307
MTMPS205C Clean chillers.....	2315
MTMPS206C Operate forklift in a specific workplace	2322
MTMPS300A Assess product in chillers.....	2330
MTMPS411C Monitor meat preservation process	2338

MTMPS412C Monitor and overview the production of processed meats and smallgoods	2346
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	2355
MTMPS415A Conduct an internal audit of a documented program	2367
MTMPS416A Conduct statistical analysis of process	2376
MTMPS417A Manage/oversee an external audit of the establishment's quality system	2384
MTMPS418A Oversee export requirements	2392
MTMPS5603C Develop, manage and maintain quality systems	2400
MTMPS5604C Manage maintenance systems	2415
MTMPS5605C Manage utilities and energy	2427
MTMPS5607C Manage and improve meat industry plant operations	2438
MTMPS5608C Manage environmental impacts of meat processing operations	2450
MTMPS5609C Manage, maintain and continuously improve OHS plans and systems	2465
MTMPS5610C Manage transportation of meat, meat products and meat by-products	2480
MTMPSR201C Vacuum pack product	2491
MTMPSR202B Apply environmentally sustainable work practices	2499
MTMPSR203A Sharpen knives	2507
MTMPSR301C Cure and corn product	2515
MTMPSR401C Coordinate contracts	2525
MTMPSR402C Prepare and evaluate resource proposals	2536
MTMPSR403C Facilitate achievement of enterprise environmental policies and goals	2545
MTMPSR404C Foster a learning culture in a meat enterprise	2555
MTMPSR405C Build productive and effective workplace relationships	2566
MTMPSR406C Manage and maintain a food safety plan	2576
MTMPSR407A Assess and evaluate meat industry requirements and processes	2585
MTMPSR408A Specify beef product using AUS-MEAT language	2597
MTMPSR409A Specify sheep product using AUS-MEAT language	2605
MTMPSR410A Specify pork product using AUS-MEAT language	2613
MTMPSR411A Lead communication in the workplace	2621
MTMPSR412A Participate in product recall	2630
MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system	2638
MTMPSR414A Establish sampling program	2647
MTMPSR5601C Design and manage the food safety system	2656
MTMPSR5604C Manage new product/process development	2669
MTMPSR601A Benchmark to manage/improve enterprise performance	2681
MTMPSR602A Monitor and manage organisational legal responsibilities	2693
MTMPSR603A Manage meat processing systems to maintain and improve product quality	2702
MTMPSR604A Manage effective operation of meat enterprise cold chain and refrigeration systems	2713
MTMPSR606A Assess and purchase livestock	2723
MTMPSR607A Analyse and develop enterprise systems for new opportunities	2735
MTMPSR608A Establish new markets	2747
MTMR101C Identify species and meat cuts	2759
MTMR102C Trim meat for further processing	2767
MTMR103C Store meat product	2775
MTMR104C Prepare minced meat and minced meat products	2783
MTMR106C Provide service to customers	2791
MTMR107C Process sales transactions	2800
MTMR108B Undertake minor routine maintenance	2808
MTMR109B Monitor meat temperature from receipt to sale	2816
MTMR201C Break and cut product using a bandsaw	2825

MTMR202C Provide advice on cooking and storage of meat products	2833
MTMR203C Select, weigh and package meat for sale	2848
MTMR204C Package product using manual packing and labelling equipment	2856
MTMR207B Use basic methods of meat cookery	2864
MTMR208B Vacuum pack product in a retail operation	2873
MTMR209B Undertake routine preventative maintenance	2881
MTMR210B Make and sell sausages.....	2890
MTMR211B Produce and sell value-added products.....	2901
MTMR212B Receive meat product.....	2911
MTMR301C Prepare specialised cuts.....	2920
MTMR302C Assess carcase/product quality.....	2929
MTMR303C Calculate yield of carcase or product	2938
MTMR304C Manage stock	2945
MTMR305C Meet customer needs.....	2954
MTMR306C Provide advice on nutritional role of meat.....	2962
MTMR307C Merchandise products and services.....	2970
MTMR308C Prepare and produce value-added products.....	2980
MTMR309C Prepare, roll, sew and net meat.....	2990
MTMR310C Bone and fillet poultry	2998
MTMR311C Cost and price meat products	3006
MTMR312C Prepare portion control to specifications	3013
MTMR313C Bone game meat.....	3021
MTMR314B Order stock in a meat enterprise	3028
MTMR315B Calculate and present statistical data in a meat enterprise	3037
MTMR316B Utilise the Meat Standards Australia system for beef to meet customer requirements	3045
MTMR317B Cure, corn and sell product.....	3053
MTMR318B Assess and sell poultry product.....	3063
MTMR319B Break carcasses for retail sale.....	3072
MTMR320B Locate, identify and assess meat cuts.....	3081
MTMR321A Assess and address customer preferences.....	3090
MTMR322A Collect and prepare standard samples.....	3099
MTMR501A Develop and assess a meat retailing business opportunity	3107
MTMS101C Handle materials and products.....	3117
MTMS102C Pack smallgoods product.....	3124
MTMS205C Package product using thermoform process	3132
MTMS206C Package product using gas flushing process.....	3141
MTMS207C Operate bar and coder systems	3149
MTMS208C Operate metal detection unit	3157
MTMS210B Select, identify and prepare casings	3165
MTMS211B Manually shape and form product	3173
MTMS212B Manually link and tie product	3182
MTMS213B Slice product using simple machinery.....	3189
MTMS214B Rotate stored meat	3198
MTMS215B Rotate meat product	3206
MTMS216B Inspect carton meat.....	3214
MTMS217A Prepare dry ingredients.....	3222
MTMS218B Measure and calculate routine workplace data.....	3230
MTMS300B Operate mixer, blender unit.....	3239
MTMS301B Cook, steam and cool product.....	3248
MTMS302B Prepare dried meat	3256
MTMS303B Fill casings.....	3264
MTMS304B Thaw product - water	3274

MTMS305B Thaw product - air	3282
MTMS306B Identify and repair equipment faults	3290
MTMS307A Sort meat.....	3299
MTMS308A Batch meat.....	3308
MTMS309B Operate product forming machinery	3316
MTMS310B Operate link and tie machinery	3324
MTMS311B Operate complex slicing and packaging machinery.....	3332
MTMS312A Prepare meat-based pates and terrines for commercial sale	3340
MTMS313A Prepare product formulations	3349
MTMS314A Ferment and mature product	3356
MTMS315A Blend meat product	3364
MTMSR201C Prepare and slice meat cuts.....	3372
MTMSR202C Trim meat to specifications	3381
MTMSR203C Package product using automatic packing and labelling equipment	3389
MTMSR204C Despatch meat product.....	3397
MTMSR301C Break carcase into primal cuts	3405
MTMSR302C Prepare primal cuts	3414
MTMSR303A Smoke product	3423
AHCLSK212A Ride horses to carry out stock work	3433
AHCLSK324A Care for and train working dogs.....	3440
AHCMOM202A Operate tractors.....	3446
AHCMOM212A Operate quad bikes.....	3452
BSBCOM501B Identify and interpret compliance requirements	3459
BSBCOM601B Research compliance requirements and issues.....	3471
BSBCUS402A Address customer needs.....	3482
BSBDES701A Research and apply design theory	3489
BSBDIV601A Develop and implement diversity policy.....	3497
BSBFIM501A Manage budgets and financial plans	3505
BSBFIM601A Manage finances.....	3514
BSBFLM312B Contribute to team effectiveness.....	3523
BSBHRM402A Recruit, select and induct staff.....	3532
BSBINM302A Utilise a knowledge management system.....	3539
BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM	3546
BSBINN301A Promote innovation in a team environment.....	3553
BSBINN801A Lead innovative thinking and practice	3562
BSBITU101A Operate a personal computer	3573
BSBLED401A Develop teams and individuals	3580
BSBMGT402A Implement operational plan	3588
BSBMGT403A Implement continuous improvement.....	3596
BSBMGT605B Provide leadership across the organisation.....	3603
BSBMGT617A Develop and implement a business plan.....	3612
BSBMKG414A Undertake marketing activities	3619
BSBMKG502B Establish and adjust the marketing mix	3627
BSBRES801A Initiate and lead applied research	3636
BSBRKG404A Monitor and maintain records in an online environment.....	3648
BSBWOR402A Promote team effectiveness	3656
FDFAU4001A Assess compliance with food safety programs.....	3664
FDFAU4002A Communicate and negotiate to conduct food safety audits.....	3677
FDFAU4003A Conduct food safety audits.....	3686
FDFAU4004A Identify, evaluate and control food safety hazards	3703
FDFOP2007A Work in a freezer storage area	3716
FDFOP2010A Work with temperature controlled stock.....	3722
FDFOP2061A Use numerical applications in the workplace	3730

FDFOP3002A Set up a production or packaging line for operation	3736
HLTFA301B Apply first aid	3745
MSACMG701A Prepare for and implement change.....	3758
MSACMG706A Build relationships between teams in a manufacturing environment...	3768
MSACMG803A Develop models of future state manufacturing practice	3776
MSL904001A Perform standard calibrations	3785
MSL916005A Manage complex projects	3799
MSL922001A Record and present data	3809
MSL924001A Process and interpret data	3820
MSL925001A Analyse data and report results.....	3831
MSL933001A Maintain the laboratory/field workplace fit for purpose	3845
MSL933004A Perform calibration checks on equipment and assist with its maintenance	3860
MSL934003A Maintain and control stocks	3870
MSL935002A Assist in the maintenance of reference materials.....	3881
MSL935003A Authorise the issue of test results	3893
MSL952002A Handle and transport samples or equipment.....	3907
MSL953001A Receive and prepare samples for testing	3920
MSL954001A Obtain representative samples in accordance with sampling plan	3933
MSL973001A Perform basic tests.....	3946
MSL973002A Prepare working solutions	3958
MSL973003A Prepare culture media.....	3969
MSL973004A Perform aseptic techniques.....	3982
MSL973007A Perform microscopic examination	3995
MSL974004A Perform food tests.....	4009
MSL974006A Perform biological procedures	4024
MSL975001A Perform microbiological tests.....	4039
NWP208A Perform basic wastewater tests.....	4055
NWP262A Monitor and report wastewater treatment processes	4063
NWP263A Operate and maintain wastewater treatment plant and equipment	4072
NWP704A Lead a project development.....	4079
NWP706A Review and evaluate water and wastewater sustainability objectives	4087
NWP707A Analyse and review water treatment plant technology	4096
PRMCL35B Maintain a cleaning storage area.....	4108
PRMCL38A Clean a food handling area	4121
PSPREG412A Gather and manage evidence.....	4136
SIRXFIN004A Manage financial resources.....	4145
SIRXINV004A Buy merchandise	4154
SIRXINV005A Control inventory	4166
SIRXMGT005A Set strategic plans.....	4174
SIRXMGT006A Initiate and implement change.....	4182
TAEASS401A Plan assessment activities and processes	4191
TAEASS402A Assess competence	4201
TAEDEL301A Provide work skill instruction.....	4213
TLIA2009A Complete and check import/export documentation	4223
TLID2013A Move materials mechanically using automated equipment.....	4232
SIRXCLM002A Manage store facilities.....	4239
BSBMKG414B Undertake marketing activities.....	4248
MTMPS203B Operate scales and semi-automatic labelling machinery	4255
MTMP2197B Clean after operations - boning room	4263
SIRXSLS001A Sell products and services	4271
SIRXMER002A Coordinate merchandise presentation.....	4281
BSBFLM312C Contribute to team effectiveness.....	4289
SIRXFIN001A Balance point-of-sale terminal	4299

TLID3020A Care for livestock in transit4307
MTMR203B Select, weigh and package meat for sale.....4314

Modification History

Version Modification History

Version	Release Date	Comments
1	22 July 2011	Primary Release

MTM11 Australian Meat Industry

MTM11 Australian Meat Industry Training Package

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Training Package Details

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Training Package Volume Number	Training Package Volume Name
1	Introduction, Qualifications Framework and Assessment Guidelines
2	Units of Competency
3	Imported Units of Competency

Training Package Volume Number	Training Package Volume Statement
1	Introduction, Qualifications Framework and Assessment Guidelines
2	Units of Competency
3	Imported Units of Competency

Training Package Volume Number	Training Package Volume Description
1	<p>The material contained within this volume is part of the endorsed components of MTM11 Australian Meat Industry Training Package, including the Qualification Framework and Assessment Guidelines.</p> <p>This volume should not be used in isolation; users will need to ensure they have access to the information contained within the companion volumes, which are:</p> <p>Volume 2 – Units of Competency</p> <p>Volume 3 – Imported Units of Competency</p>
2	<p>The material contained within this volume is part of the endorsed components MTM11 Australian Meat Industry Training Package and includes the Units of Competency.</p> <p>This volume should not be used in isolation; users will need to ensure they have access to the information contained within the companion volumes, which are:</p> <p>Volume 1 – Introduction, Qualification Framework and Assessment Guidelines</p> <p>Volume 3 – Imported Units of Competency</p>
3	<p>The material contained within this volume is part of the endorsed components of MTM11 Australian Meat Industry Training Package and includes the Imported Units of Competency.</p> <p>This volume should not be used in isolation, users will need to ensure they have access to the information contained within the companion volumes, which are:</p> <p>Volume 1 – Introduction, Qualification Framework and Assessment Guidelines</p> <p>Volume 2 – Units of Competency</p>

Preliminary Information

Important Note to Users

Training Packages are not static documents; they are amended periodically to reflect the latest industry practices and are version controlled. It is essential that the latest version is always used.

Check the version number before commencing training or assessment

This Training Package is Version 1 – check whether this is the latest version by going to the National Training Information Service (www.ntis.gov.au) and locating information about the Training Package. Alternatively, contact www.agrifoodskills.net.au to confirm the latest version number.

Explanation of version number conventions

The primary release Training Package is Version 1. When changes are made to a Training Package, sometimes the version number is changed and sometimes it is not, depending on the extent of the change. When a Training Package is reviewed it is considered to be a new Training Package for the purposes of version control, and is Version 1. Do not confuse the version number with the Training Package's national code (which remains the same during its period of endorsement).

Explanation of the review date

The review date (shown on the title page and in the footer of each page) indicates when the Training Package is expected to be reviewed in the light of changes such as changing technologies and circumstances. The review date is not an expiry date. Endorsed Training Packages and their components remain current until they are reviewed or replaced.

Version modification history

The version details of this endorsed Training Package are in the table below. The latest information is at the top of the table.

Version Release Date Comments

1	22 July 2011	Primary Release
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Overview

What is a Training Package?

A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Each Training Package:

- provides a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct assessment of workplace competencies
- encourages the development and delivery of flexible training which suits individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to verifiable workplace outcomes.

How do Training Packages fit within the National Skills Framework?

The National Skills Framework applies nationally, is endorsed by the Ministerial Council for Vocational and Technical Education, and comprises the Australian Quality Training Framework 2010 (AQTF 2010), and Training Packages endorsed by the National Quality Council (NQC).

How are Training Packages developed?

Training Packages are developed by Industry Skills Councils or enterprises to meet the identified training needs of specific industries or industry sectors. To gain national endorsement of Training Packages, developers must provide evidence of extensive research, consultation and support within the industry area or enterprise.

How do Training Packages encourage flexibility?

Training Packages describe the skills and knowledge needed to perform effectively in the workplace without prescribing how people should be trained.

Training Packages acknowledge that people can achieve vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it. For example, some experienced workers might be able to demonstrate competency against the units of competency, and even gain a qualification, without completing a formal training program.

With Training Packages, assessment and training may be conducted at the workplace, off-the-job, at a training organisation, during regular work, or through work experience, work placement, work simulation or any combination of these.

Who can deliver and assess using Training Packages?

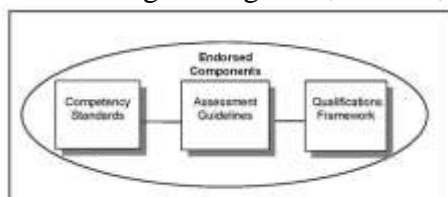
Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO, as specified in the AQTF 2010.

Training Package Components

Training Packages are made up of mandatory components endorsed by the NQC, and optional support materials.

Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.



Competency Standards

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

Assessment Guidelines

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the AQTF 2010. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

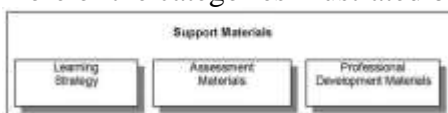
Qualifications Framework

Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. The rules around which units of competency can be combined to make up a valid AQF qualification in the Training Package are referred to as the 'packaging rules'. The packaging rules must be followed to ensure the integrity of nationally recognised qualifications issued.

Training Package Support Materials

The endorsed components of Training Packages are complemented and supported by optional support materials that provide for choice in the design of training and assessment to meet the needs of industry and learners.

Training Package support materials can relate to single or multiple units of competency, an industry sector, a qualification or the whole Training Package. They tend to fall into one or more of the categories illustrated below.



Training Package support materials are produced by a range of stakeholders such as RTOs, individual trainers and assessors, private and commercial developers and Government agencies.

Training Package, Qualification and Unit of Competency Codes

There are agreed conventions for the national codes used for Training Packages and their components. Always use the correct codes, exactly as they appear in the Training Package, **and with the code always before the title.**

Training Package Codes

Each Training Package has a unique five-character national code assigned when the Training Package is endorsed, for example XYZ08. The first three characters are letters identifying the Training Package industry coverage and the last two characters are numbers identifying the year of endorsement.

Qualification Codes

Within each Training Package, each qualification has a unique eight-character code, for example XYZ10108. Qualification codes are developed as follows:

- the first three letters identify the Training Package;
- the first number identifies the qualification level (noting that, in the qualification titles themselves, arabic numbers are **not** used);
- the next two numbers identify the position in the sequence of the qualification at that level; and
- the last two numbers identify the year in which the qualification was endorsed. (Where qualifications are added after the initial Training Package endorsement, the last two numbers may differ from other Training Package qualifications as they identify the year in which those particular qualifications were endorsed.)

Unit of Competency Codes

Within each Training Package, each unit of competency has a unique code. Unit of competency codes are assigned when the Training Package is endorsed, or when new units of competency are added to an existing endorsed Training Package. Unit codes are developed as follows:

- a typical code is made up of 12 characters, normally a mixture of uppercase letters and numbers, as in MTMCOR201A
- the first three characters signify the Training Package – MTM11 Australian Meat Industry Training Package – in the above example and up to eight characters, relating to an industry sector, function or skill area, follow;
- the last character is always a letter and identifies the unit of competency version. An ‘A’ at the end of the code indicates that this is the original unit of competency. ‘B’, or another incremented version identifier means that minor changes have been made. Typically this would mean that wording has changed in the range statement or evidence guide, providing clearer intent; and
- where changes are made that alter the outcome, a new code is assigned and the title is changed.

Training Package, Qualification and Unit of Competency Titles

There are agreed conventions for titling Training Packages and their components. Always use the correct titles, exactly as they appear in the Training Package, and with the code always placed before the title.

Training Package Titles

The title of each endorsed Training Package is unique and relates the Training Packages broad industry coverage.

Qualification Titles

The title of each endorsed Training Package qualification is unique. Qualification titles use the following sequence:

- first, the qualification is identified as either Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, or Vocational Graduate Diploma;
- this is followed by the words 'in' for Certificates I to IV, and 'of' for Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma;
- then, the industry descriptor, for example Telecommunications; and
- then, if applicable, the occupational or functional stream in brackets, for example (Computer Systems).

For example: MTM10111 Certificate I in Meat Processing (Smallgoods)

Unit of Competency Titles

Each unit of competency title is unique. Unit of competency titles describe the competency outcome concisely, and are written in sentence case.

For example: MTMCOR201A Maintain personal equipment

Introduction to the Training Package

History

History

The Australian Meat Industry Training Package was first released in 1998. It was reviewed and re-released as MTM00 in 2000, and the MTM07 version was released in 2007. Continuous Improvement changes were made to the meat retailing qualifications and MTM07 version 2 was released in 2008. MTM07 Version 2.1 was released in 2008, when the Animal Welfare Officer Skill Set was added.

Mapping to Previous Training Package

Mapping of MTM07 Australian Meat Industry Training Package Qualifications to MTM11 Australian Meat Industry Training Package Qualifications

MTM07 Qualifications	MTM11 Qualifications	Mapping details
MTM10107 Certificate I in Meat Processing (Smallgoods)	MTM10111 Certificate I in Meat Processing (Smallgoods)	Outcomes deemed as equivalent; Changes made to qualification requirements
MTM10207 Certificate I in Meat Processing (Meat Retailing)	MTM10211 Certificate I in Meat Processing (Meat Retailing)	Outcomes deemed as equivalent; Changes made to qualification requirements
MTM20107 Certificate II in Meat Processing (Abattoirs)	MTM20111 Certificate II in Meat Processing (Abattoirs)	Outcomes deemed as equivalent; New units added; Changes made to qualification requirements
MTM20207 Certificate II in Meat Processing (Smallgoods)	MTM20211 Certificate II in Meat Processing (Smallgoods)	Outcomes deemed as equivalent; Changes made to qualification requirements; Certificate I in Meat Processing (Smallgoods) is embedded
MTM20307 Certificate II in Meat Processing (Meat Retailing)	MTM20311 Certificate II in Meat Processing (Meat Retailing)	Outcomes deemed as equivalent; Changes made to qualification requirements; Certificate I in Meat Processing (Meat Retailing) embedded; Qualification title changed.
MTM20407 Certificate II in Meat Processing (Food Services)	MTM20411 Certificate II in Meat Processing (Food Services)	Outcomes deemed as equivalent; Changes made to qualification requirements
MTM30107 Certificate III in Meat Processing (Boning Room)	MTM30111 Certificate III in Meat Processing (Boning Room)	Outcomes deemed as equivalent; MTMPSR203A added to core; Changes made to qualification requirements
MTM30207 Certificate III in Meat Processing (Food Services)	MTM30211 Certificate III in Meat Processing (Food Services)	Outcomes deemed as equivalent; Changes made to qualification requirements
MTM30307 Certificate III in Meat Processing (Meat Safety)	MTM30311 Certificate III in Meat Processing (Meat Safety)	Outcomes deemed as equivalent; BSBFLM312C moved from core to elective; MTMPSR203A added to core; New elective Units added; Changes made to qualification requirements
MTM30407 Certificate III in Meat Processing (Rendering)	MTM30411 Certificate III in Meat Processing (Rendering)	Outcomes deemed as equivalent; Changes made to qualification requirements

MTM30507 Certificate III in Meat Processing (Slaughtering)	MTM30511 Certificate III in Meat Processing (Slaughtering)	Outcomes deemed as equivalent; MTMPSR203A added to core; Changes made to qualification requirements
MTM30607 Certificate III in Meat Processing (General)	MTM30611 Certificate III in Meat Processing (General)	Outcomes deemed as equivalent; Changes made to qualification requirements; Game Harvesting Units added; Several other new Units added
MTM30807 Certificate III in Meat Processing (Meat Retailing)	MTM30811 Certificate III in Meat Processing (Retail Butcher)	Outcomes deemed as equivalent; Changes made to qualification requirements; Certificates I and II in Meat Processing (Meat Retailing) embedded
MTM30907 Certificate III in Meat Processing (Smallgoods - General)	MTM30911 Certificate III in Meat Processing (Smallgoods - General)	Outcomes deemed as equivalent; Changes made to qualification requirements; Certificates I and II in Meat Processing (Smallgoods) embedded
MTM31007 Certificate III in Meat Processing (Smallgoods - Manufacture)	MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)	Outcomes deemed as equivalent; Changes made to qualification requirements; Certificates I and II in Meat Processing (Smallgoods) embedded
MTM40107 Certificate IV in Meat Processing (Leadership)	MTM40111 Certificate IV in Meat Processing (Leadership)	Outcomes deemed as equivalent; Changes made to qualification requirements
MTM40207 Certificate IV in Meat Processing (Meat Safety)	MTM40211 Certificate IV in Meat Processing (Meat Safety)	Outcomes deemed as equivalent; New unit added; Certificate III in Meat Processing (Meat Safety) embedded;
MTM40307 Certificate IV in Meat Processing (Quality Assurance)	MTM40311 Certificate IV in Meat Processing (Quality Assurance)	Outcomes deemed as equivalent; New unit added; Changes made to qualification requirements
MTM40407 Certificate IV in Meat Processing (General)	MTM40411 Certificate IV in Meat Processing (General)	Outcomes deemed as equivalent; New Units added; Changes made to qualification requirements
MTM50107 Diploma of Meat Processing	MTM50111 Diploma of Meat Processing	Substantial restructuring of Units; Outcomes deemed as equivalent; Changes made to qualification requirements
MTM50207 Diploma of Meat Processing (Meat Retailing)	MTM50211 Diploma of Meat Processing (Meat Retailing)	Substantial restructuring of Units; outcomes deemed as equivalent; Changes made to qualification requirements
MTM60107 Advanced Diploma of Meat Processing	MTM60111 Advanced Diploma of Meat Processing	Substantial restructuring of Units; outcomes deemed as equivalent; Changes made to qualification requirements
No qualification	MTM70111 Vocational Graduate Certificate in	No equivalent in MTM07

	Agribusiness	
No qualification	MTM80111 Vocational Graduate Diploma of Agribusiness	No equivalent in MTM07

Mapping of MTM11 Australian Meat Industry Training Package Units of Competency to MTM07 Australian Meat Industry Training Package Units of Competency

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMBUS701A Manage financial performance	No equivalent in MTM07	N/A	New Unit
MTMBUS702A Provide strategic leadership	No equivalent in MTM07	N/A	New Unit
MTMBUS703A Communicate and negotiate in a culturally diverse context	No equivalent in MTM07	N/A	New Unit
MTMBUS704A Develop and enhance collaborative partnerships and relationships	No equivalent in MTM07	N/A	New Unit
MTMBUS705A Develop and manage international business operations	No equivalent in MTM07	N/A	New Unit
MTMBUS706A Commercialise research and technology product/idea	No equivalent in MTM07	N/A	New Unit
MTMBUS801A Manage change to organisational electronic technology systems	No equivalent in MTM07	N/A	New Unit
MTMBUS802A Undertake research project	No equivalent in MTM07	N/A	New Unit
MTMBUS803A Analyse data for business decision making	No equivalent in MTM07	N/A	New Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMCOR201A Maintain personal equipment	MTMMP1C Maintain personal equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR202A Apply hygiene and sanitation practices	MTMMP2C Apply hygiene and sanitation practices	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed; Minor change to Element 2
MTMCOR203A Apply Quality Assurance practices	MTMMP3C Apply Quality Assurance practices	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR204A Follow safe work policies and procedures	MTMMP4C Follow safe work policies and procedures	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR205A Communicate in the workplace	MTMMP5C Communicate in the workplace	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR206A Overview the meat industry	MTMMP6C Overview the meat industry	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR401C Manage own work performance	MTMCOR401B Manage own work performance	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMCOR402C Facilitate Quality Assurance process	MTMCOR402B Facilitate Quality Assurance process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMCOR403A Participate in OH&S risk control process	MTMMP70C Participate in OH&S risk control process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMCOR404A Facilitate hygiene and	MTMMP72C Facilitate hygiene and sanitation	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
sanitation performance	performance		CAT template; Unit code changed
MTMG300A Overview wild game meat industry	No equivalent Unit in MTM07	N/A	New Unit
MTMG301A Operate a game harvesting vehicle	No equivalent Unit in MTM07	N/A	New Unit
MTMG302A Eviscerate, inspect and tag wild game carcass in the field	No equivalent Unit in MTM07	N/A	New Unit
MTMG303A Receive and inspect wild game carcasses from the field	No equivalent Unit in MTM07	N/A	New Unit
MTMG304A Receive and inspect wild game carcasses at a processing plant	No equivalent Unit in MTM07	N/A	New Unit
MTMG305A Store wild game carcass	No equivalent Unit in MTM07	N/A	New Unit
MTMG306A Use firearms to harvest wild game	No equivalent Unit in MTM07	N/A	New Unit
MTMP2002C Prepare animals for slaughter	MTMP2002B Prepare animals for slaughter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2004B Feed race	MTMP2004A Feed race	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2005B Restrain animal	MTMP2005A Restrain animal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2006B Apply animal welfare and handling requirements	MTMP2006A Apply animal welfare and handling requirements	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP2007B Perform emergency kill	MTMP2007A Perform emergency kill	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2008A Assess, purchase and transport calves	No equivalent Unit in MTM07	N/A	New Unit
MTMP2009B Unload livestock	MTMP2009A Unload livestock	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2011C Identify animals using electronic systems	MTMP2011B Identify animals using electronic systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2012C Shackle animal	MTMP2012B Shackle animal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2013C Operate electrical stimulator	MTMP2013B Operate electrical stimulator	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2014C Remove head	MTMP2014B Remove head	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2015C Cut hocks	MTMP2015B Cut hocks	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2016C Mark brisket	MTMP2016B Mark brisket	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			CAT template; Unit code changed to 'C' version
MTMP2018C Complete changeover operation	MTMP2018B Complete changeover operation	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2020C Trim pig pre-evisceration	MTMP2020B Trim pig pre-evisceration	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2021C Number carcass and head	MTMP2021B Number carcass and head	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2022C Punch pelts	MTMP2022B Punch pelts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2023C Remove brisket wool	MTMP2023B Remove brisket wool	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2024C Prepare hide/pelt for removal	MTMP2024B Prepare hide/pelt for removal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2025B Bag tail	MTMP2025A Bag tail	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2026B Remove and record tag	MTMP2026A Remove and record tag	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'B' version
MTMP2027B Seal/drain urinary tract	MTMP2027A Seal/drain urinary tract	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2028B Singe carcase	MTMP2028A Singe carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2029B Shave carcase	MTMP2029A Shave carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2030B Flush carcase	MTMP2030A Flush carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2031C Operate scalding/de-hairing equipment	MTMP2031B Operate scalding/de-hairing equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2032C Operate whizzard knife	MTMP2032B Operate whizzard knife	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2033C Operate rise and fall platform	MTMP2033B Operate rise and fall platform	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2034C Operate vacuum blood collection process	MTMP2034B Operate vacuum blood collection process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP2035C Operate nose roller	MTMP2035B Operate nose roller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2036C Operate pneumatic cutter	MTMP2036B Operate pneumatic cutter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2037C Operate circular saw	MTMP2037B Operate circular saw	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2038C Prepare carcass and equipment for hide/pelt puller	MTMP2038B Prepare carcass and equipment for hide/pelt puller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2039C Operate tenderiser	MTMP2039B Operate tenderiser	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2040C Operate mincer	MTMP2040B Operate mincer	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2042C Operate new technology or process	MTMP2042B Operate new technology or process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2043C Operate sterivac equipment	MTMP2043B Operate sterivac equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMP2044B De-rind meat cuts	MTMP2044A De-rind meat cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2045B De-nude meat cuts	MTMP2045A De-nude meat cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2046B Operate rib puller	MTMP2046A Operate rib puller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2047B Operate frenching machine	MTMP2047A Operate frenching machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2048B Operate cubing machine	MTMP2048A Operate cubing machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2049B Cure and corn product in a meat processing plant	MTMP2049A Cure and corn product in a meat processing plant	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2050B Operate head splitter	MTMP2050A Operate head splitter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2051C Trim neck	MTMP2051B Trim neck	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2052C Trim	MTMP2052B Trim	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
forequarter to specification	forequarter to specification		Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2053C Trim hindquarter to specification	MTMP2053B Trim hindquarter to specification	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2054C Inspect hindquarter and remove contamination	MTMP2054B Inspect hindquarter and remove contamination	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2055C Inspect forequarter and remove contamination	MTMP2055B Inspect forequarter and remove contamination	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2057B Remove spinal cord	MTMP2057A Remove spinal cord	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2058B Operate jaw breaker	MTMP2058A Operate jaw breaker	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2061C Grade carcass	MTMP2061B Grade carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2062C Weigh carcass	MTMP2062B Weigh carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2063C Operate semi-automatic tagging	MTMP2063B Operate semi-automatic tagging	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
machine	machine		CAT template; Unit code changed to 'C' version
MTMP2064C Measure fat	MTMP2064B Measure fat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2065C Label and stamp carcass	MTMP2065B Label and stamp carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2066C Wash carcass	MTMP2066B Wash carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2067B Operate a decontamination unit	MTMP2067A Operate a decontamination unit	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2068B Remove tenderloin	MTMP2068A Remove tenderloin	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2071C Inspect meat for defects	MTMP2071B Inspect meat for defects	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2072C Assemble and prepare cartons	MTMP2072B Assemble and prepare cartons	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2074C Identify cuts and specifications	MTMP2074B Identify cuts and specifications	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMP2075C Pack meat products	MTMP2075B Pack meat products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2081C Operate carton sealing machine	MTMP2081B Operate carton sealing machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2082C Operate carton scales	MTMP2082B Operate carton scales	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2083C Operate strapping machine	MTMP2083B Operate strapping machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2084C Operate carton forming machine	MTMP2084B Operate carton forming machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2085C Operate automatic CL determination machine	MTMP2085B Operate automatic CL determination machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2086B Operate bag forming equipment	MTMP2086A Operate bag forming equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2091C Assess dentition	MTMP2091B Assess dentition	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C'

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP2092C Drop tongue	MTMP2092B Drop tongue	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2093C Wash head	MTMP2093B Wash head	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2094C Bone head	MTMP2094B Bone head	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2095C Remove cheek meat	MTMP2095B Remove cheek meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2096C Bar head and remove cheek meat	MTMP2096B Bar head and remove cheek meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2102C Process thick skirts	MTMP2102B Process thick skirts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2115C Process thin skirts	MTMP2115B Process thin skirts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2116B Process offal	MTMP2116A Process offal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMP2117B Process runners	MTMP2117A Process runners	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2118B Overview of offal processing	MTMP2118A Overview of offal processing	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2121C Prepare and trim honeycomb	MTMP2121B Prepare and trim honeycomb	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2122C Recover mountain chain	MTMP2122B Recover mountain chain	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2123C Further process tripe	MTMP2123B Further process tripe	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2124C Trim processed tripe	MTMP2124B Trim processed tripe	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2125C Process small stock tripe	MTMP2125B Process small stock tripe	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2126C Process bibles	MTMP2126B Process bibles	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2127B Process	MTMP2127A Process	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
maws	maws		Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2131C Prepare and despatch meat product orders	MTMP2131B Prepare and despatch meat product orders	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2132C Loadout meat product	MTMP2132B Loadout meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2133C Store carcass product	MTMP2133B Store carcass product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2134C Store carton product	MTMP2134B Store carton product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2135C Locate storage areas and product	MTMP2135B Locate storage areas and product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2136C Complete re-pack operation	MTMP2136B Complete re-pack operation	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2137B Bag carcass	MTMP2137A Bag carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2141C Overview of offal processing on the	MTMP2141B Overview of offal processing on the	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
slaughter floor	slaughter floor		CAT template; Unit code changed to 'C' version
MTMP2143C Separate offal	MTMP2143B Separate offal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2144C Trim offal fat	MTMP2144B Trim offal fat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2145C Separate and tie runners	MTMP2145B Separate and tie runners	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2147C Recover thin skirts	MTMP2147B Recover thin skirts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2148B Remove thick skirts	MTMP2148A Remove thick skirts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2149B Remove flares	MTMP2149A Remove flares	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2150B Recover offal	MTMP2150A Recover offal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2151C Overview hide/pelt/skin processing	MTMP2151B Overview hide/pelt/skin processing	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMP2152C Trim hide or skin	MTMP2152B Trim hide or skin	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2153C Salt hide or skin	MTMP2153B Salt hide or skin	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2154C Grade hide or skin	MTMP2154B Grade hide or skin	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2155C Despatch hide or skin	MTMP2155B Despatch hide or skin	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2156B Treat hides chemically	MTMP2156A Treat hides chemically	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2157B Chill/ice hides	MTMP2157A Chill/ice hides	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2158B Crop pelts	MTMP2158A Crop pelts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2161C Overview fellmongering operations	MTMP2161B Overview fellmongering operations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C'

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP2162C Chemically treat skins for fellmongering process	MTMP2162B Chemically treat skins for fellmongering process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2163C Prepare chemicals for fellmongering process	MTMP2163B Prepare chemicals for fellmongering process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2164C Operate wool drier and press	MTMP2164B Operate wool drier and press	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2165C Perform sweating operation on fellmongered skins	MTMP2165B Perform sweating operation on fellmongered skins	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2166C Perform skin fleshing operation	MTMP2166B Perform skin fleshing operation	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2167C Skirt and weigh fellmongered wool	MTMP2167B Skirt and weigh fellmongered wool	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2168B Operate wool puller	MTMP2168A Operate wool puller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2171C Dispose of condemned carcass	MTMP2171B Dispose of condemned carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMP2172C Skin condemned carcass	MTMP2172B Skin condemned carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2173C Eviscerate condemned carcass	MTMP2173B Eviscerate condemned carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2175C Process paunch	MTMP2175B Process paunch	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2176C Process slink by-products	MTMP2176B Process slink by-products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2177C Process pet meat	MTMP2177B Process pet meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2178B Skin slinks	MTMP2178A Skin slinks	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2179B Process blood	MTMP2179A Process blood	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2181C Overview rendering process	MTMP2181B Overview rendering process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2182C Operate	MTMP2182B Operate	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
hogger	hogger		Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2183C Operate blow line	MTMP2183B Operate blow line	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2184C Operate meat meal mill	MTMP2184B Operate meat meal mill	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2185C Operate waste recovery systems	MTMP2185B Operate waste recovery systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2186C Pack and despatch rendered products	MTMP2186B Pack and despatch rendered products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2187C Break down and bone carcass for pet meat or rendering	MTMP2187B Break down and bone carcass for pet meat or rendering	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2188C Operate air filtration system	MTMP2188B Operate air filtration system	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2192B Clean carcass hanging equipment	MTMP2192A Clean carcass hanging equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP2193B Clean amenities and grounds	MTMP2193A Clean amenities and grounds	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			CAT template; Unit code changed to 'B' version
MTMP2196C Overview cleaning program	MTMP2196B Overview cleaning program	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2197C Clean after operations - boning room	MTMP2197B Clean after operations - boning room	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2198C Clean after operations - slaughter floor	MTMP2198B Clean after operations - slaughter floor	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP2201C Transport food	MTMP2201B Transport food	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3001C Knock and stun animal	MTMP3001B Knock and stun animal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3002C Stick and bleed animal	MTMP3002B Stick and bleed animal	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3003A Handle animals humanely while conducting ante-mortem inspection	MTMMP48C Handle animals humanely while conducting ante-mortem inspection	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP3006C Rod weasand	MTMP3006B Rod weasand	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C'

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP3007C Seal weasand	MTMP3007B Seal weasand	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3008C Ring bung	MTMP3008B Ring bung	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3009C Seal bung	MTMP3009B Seal bung	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3010A Split carcass	MTMMP38C Split carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP3011C Overview legging operation	MTMP3011B Overview legging operation	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3012C Make first leg opening cuts	MTMP3012B Make first leg opening cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3013C Make second leg opening cuts	MTMP3013B Make second leg opening cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3014C Perform legging on small stock	MTMP3014B Perform legging on small stock	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3015A Bone	MTMMP68C Bone neck	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
neck			Knowledge adjusted to CAT template; Unit code changed
MTMP3016B Perform 'Y' cut	MTMP3016A Perform 'Y' cut	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3017A Skin head	MTMP2017B Skin head	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP3021C Explain opening cuts	MTMP3021B Explain opening cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3022C Perform flanking cuts	MTMP3022B Perform flanking cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3023C Perform brisket cuts	MTMP3023B Perform brisket cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3024C Perform rumping cuts	MTMP3024B Perform rumping cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3025C Perform rosette cuts	MTMP3025B Perform rosette cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3026C Perform midline cuts	MTMP3026B Perform midline cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP3031C Scald and de-hair carcase	MTMP3031B Scald and de-hair carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3032C Operate pelt puller	MTMP3032B Operate pelt puller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3033C Operate hide puller	MTMP3033B Operate hide puller	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3034C Remove pelt manually	MTMP3034B Remove pelt manually	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3036C Bed dress carcase	MTMP3036B Bed dress carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3037C Eviscerate animal carcase	MTMP3037B Eviscerate animal carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3038C Operate brisket cutter/saw	MTMP3038B Operate brisket cutter/saw	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3039C Eviscerate game shot carcase	MTMP3039B Eviscerate game shot carcase	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMP3041C Backdown pig carcass	MTMP3041B Backdown pig carcass	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3042C Prepare head for inspection	MTMP3042B Prepare head for inspection	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3043B Operate air knife	MTMP3043A Operate air knife	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3044B Drop sock and pull shoulder pelt	MTMP3044A Drop sock and pull shoulder pelt	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3045B Undertake retain rail	MTMP3045A Undertake retain rail	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3046A Prepare and present viscera for inspection	MTMP2142B Prepare and present offal for inspection	N	Element and Performance Criteria added; Unit moved to level III; title has changed;
MTMP3052C Bone small stock carcass - leg	MTMP3052B Bone small stock carcass - leg	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3054C Slice and trim leg - small stock	MTMP3054B Slice and trim leg - small stock	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3055C Bone	MTMP3055B Bone	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
large stock carcass - forequarter	large stock carcass - forequarter		Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3056C Bone large stock carcass - hindquarter	MTMP3056B Bone large stock carcass - hindquarter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3057C Slice and trim large stock forequarter	MTMP3057B Slice and trim large stock forequarter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3058C Slice and trim large stock hindquarter	MTMP3058B Slice and trim large stock hindquarter	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3059C Break carcass using a bandsaw	MTMP3059B Break carcass using a bandsaw	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3060C Operate leg boning machine	MTMP3060B Operate leg boning machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3061C Operate trunk boning machine	MTMP3061B Operate trunk boning machine	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3062B Bone small stock carcass - shoulder	MTMP3062A Bone small stock carcass - shoulder	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3063B Bone small stock carcass -	MTMP3063A Bone small stock carcass -	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
middle	middle		CAT template; Unit code changed to 'B' version
MTMP3064B Slice small stock carcass - shoulder	MTMP3064A Slice small stock carcass - shoulder	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3065B Slice small stock carcass - middle	MTMP3065A Slice small stock carcass - middle	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3066B Bone carcass using mechanical aids (large stock)	MTMP3066A Bone carcass using mechanical aids (large stock)	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3071C Perform ante-mortem inspection and make disposition	MTMP3071B Perform ante-mortem inspection and make disposition	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3072C Perform post-mortem inspection and make disposition	MTMP3072B Perform post-mortem inspection and make disposition	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3073B Implement food safety program	MTMP3073A Implement food safety program	E	Required Skills and Knowledge adjusted to CAT template; Change made to Unit description; Unit code changed to 'B' version
MTMP3074B Perform carcass Meat Hygiene Assessment	MTMP3074A Perform carcass Meat Hygiene Assessment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3075B Perform process monitoring for	MTMP3075A Perform process monitoring for	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
Meat Hygiene Assessment	Meat Hygiene Assessment		CAT template; Unit code changed to 'B' version
MTMP3076B Perform boning room Meat Hygiene Assessment	MTMP3076A Perform boning room Meat Hygiene Assessment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3077B Perform offal Meat Hygiene Assessment	MTMP3077A Perform offal Meat Hygiene Assessment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3081C Operate batch cooker	MTMP3081B Operate batch cooker	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3082C Operate continuous cooker	MTMP3082B Operate continuous cooker	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3083C Operate press	MTMP3083B Operate press	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3084C Operate wet rendering process	MTMP3084B Operate wet rendering process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3085C Monitor boiler operations	MTMP3085B Monitor boiler operations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3086C Operate tallow processing plant	MTMP3086B Operate tallow processing plant	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMP3087C Operate blood processing plant	MTMP3087B Operate blood processing plant	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3088C Produce rendered products hygienically	MTMP3088B Produce rendered products hygienically	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3089C Render edible products	MTMP3089B Render edible products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMP3090B Implement a Quality Assurance program for rendering plant	MTMP3090A Implement a Quality Assurance program for rendering plant	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3095B Grade beef carcasses using Meat Standards Australia standards	MTMP3095A Grade beef carcasses using Meat Standards Australia standards	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3099B Use standard product descriptions - sheep/goats	MTMP3099A Use standard product descriptions - sheep/goats	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3100B Use standard product descriptions - beef	MTMP3100A Use standard product descriptions - beef	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3101B Use standard product descriptions - pork	MTMP3101A Use standard product descriptions - pork	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMP3102B Provide coaching	MTMP3102A Provide coaching	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3103B Provide mentoring	MTMP3103A Provide mentoring	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3104B Use standard product descriptions - kangaroos	MTMP3104A Use standard product descriptions - kangaroos	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP3105A Follow and implement an established work plan	PMASUP130B Follow established work plan	E	New Unit; Replaces and is equivalent to PMASUP130B
MTMP3107B Perform manual chemical lean testing	MTMP3107A Perform manual chemical lean testing	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP401B Utilise refrigeration index	MTMP401A Utilise refrigeration index	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP402B Implement a Meat Hygiene Assessment program	MTMP402A Implement a Meat Hygiene Assessment program	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP403B Oversee plant compliance with the Australian Standards for meat processing	MTMP403A Oversee plant compliance with the Australian Standards for meat processing	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP404B Apply meat science	MTMP404A Apply meat science	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			CAT template; Unit code changed to 'B' version
MTMP405B Conduct and validate pH/temperature declines to Meat Standards Australia standards	MTMP405A Conduct and validate pH/temperature declines to Meat Standards Australia standards	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP406A Develop and implement Quality Assurance program for a rendering plant	MTMMP46C Develop and implement Quality Assurance program for a rendering plant	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP407B Supervise new recruits	MTMP407A Supervise new recruits	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMP408A Inspect transportation container/vehicle	MTMMP80C Inspect transportation container/vehicle	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP409A Maintain abattoir design and construction standards	MTMMP81C Maintain abattoir design and construction standards	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP410A Oversee humane handling of animals	MTMMP84C Oversee humane handling of animals	E	Required Skills and Knowledge adjusted to CAT template; Additional E&PC added; additional RS&K; Range expanded; Unit code changed
MTMP411A Inspect game meat	MTMMP87C Inspect game meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMP412A Inspect poultry	MTMMP88C Inspect poultry	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMP413A Inspect ratites	MTMMP89C Inspect ratites	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPR201C Prepare and operate bandsaw	MTMPR201B Prepare and operate bandsaw	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS201C Clean work area during operations	MTMPS201B Clean work area during operations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS203C Operate scales and semi-automatic labelling machinery	MTMPS203B Operate scales and semi-automatic labelling machinery	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS204C Maintain production records	MTMPS204B Maintain production records	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS205C Clean chillers	MTMPS205B Clean chillers	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS206C Operate forklift in a specific workplace	MTMPS206B Operate forklift in a specific workplace	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS300A Assess product in chillers	MTMMP67C Assess product in chillers	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPS411C Monitor meat preservation process	MTMPS411B Monitor meat preservation process	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMPS412C Monitor and overview the production of processed meats and smallgoods	MTMPS412B Monitor and overview the production of processed meats and smallgoods	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMPS414A Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMPS415A Conduct an internal audit of a documented program	No equivalent Unit in MTM07	N/A	New Unit
MTMPS416A Conduct statistical analysis of process	MTMMP76C Conduct statistical analysis of process	E	Required Skills and Knowledge adjusted to CAT template; Unit code change
MTMPS417A Manage/oversee an external audit of the establishment's quality system	MTMMP90C Manage/oversee an external audit of the establishment's quality system	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPS418A Oversee export requirements	MTMMP91C Oversee export requirements	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPS5603C Develop, manage and maintain quality systems	MTMPS5603B Develop, manage and maintain quality systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS5604C Manage maintenance systems	MTMPS5604B Manage maintenance systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS5605C Manage utilities and energy	MTMPS5605B Manage utilities and energy	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMPS5607C Manage and improve meat industry plant operations	MTMPS5607B Manage and improve meat industry plant operations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS5608C Manage environmental impacts of meat processing operations	MTMPS5608B Manage environmental impacts of meat processing operations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS5609C Manage, maintain and continuously improve OH&S plans and systems	MTMPS5609B Manage, maintain and continuously improve OH&S plans and systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPS5610C Manage transportation of meat, meat products and meat by-products	MTMPS5610B Manage transportation of meat, meat products and meat by-products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR201C Vacuum pack product	MTMPSR201B Vacuum pack product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR202B Apply environmentally sustainable work practices	MTMPSR202A Apply environmentally sustainable work practices	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMPSR203A Sharpen knives	MTMMP11C Sharpen knives	E	Required Skills and Knowledge adjusted to CAT template; Minor adjustment to Required Knowledge; Unit code changed
MTMPSR301C Cure and corn product	MTMPSR301B Cure and corn product	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'C' version
MTMPSR401C Coordinate contracts	MTMPSR401B Coordinate contracts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR402C Prepare and evaluate resource proposals	MTMPSR402B Prepare and evaluate resource proposals	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR403C Facilitate achievement of enterprise environmental policies and goals	MTMPSR403B Facilitate achievement of enterprise environmental policies and goals	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR404C Foster a learning culture in a meat enterprise	MTMPSR404B Foster a learning culture in a meat enterprise	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR405C Build productive and effective workplace relationships	MTMPSR405B Build productive and effective workplace relationships	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR406C Manage and maintain a food safety plan	MTMPSR406B Manage and maintain a food safety plan	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR407A Assess and evaluate meat industry requirements and processes	No equivalent Unit in MTM07	N/A	New Unit
MTMPSR408A Specify beef product using AUS-MEAT language	MTMMP64C Specify beef product using AUS-MEAT language	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR409A Specify	MTMMP65C Specify	E	Required Skills and

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
sheep product using AUS-MEAT language	sheep product using AUS-MEAT language		Knowledge adjusted to CAT template; Unit code changed
MTMPSR410A Specify pork product using AUS-MEAT language	MTMMP66C Specify pork product using AUS-MEAT language	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR411A Lead communication in the workplace	MTMMP69C Lead communication in the workplace	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR412A Participate in product recall	MTMMP77C Participate in product recall	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system	MTMMP79C Participate in ongoing development and implementation of a HACCP and Quality Assurance system	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR414A Establish sampling program	MTMMP83C Establish sampling program	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMPSR5601C Design and manage the food safety system	MTMPSR5601B Design and manage the food safety system	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR5604C Manage new product/process development	MTMPSR5604B Manage new product/process development	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMPSR601A Benchmark to manage/improve enterprise performance	MTMPS5606B Benchmark enterprise performance	N	New Unit
MTMPSR602A Monitor and manage	MTMPSR5606B Monitor legal requirements and	N	New Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
organisational legal responsibilities	business compliance		
MTMPSR603A Manage meat processing systems to maintain and improve product quality	MTMPSR5602B Manage meat processing systems for meat and meat product quality	N	New Unit
MTMPSR604A Manage effective operation of meat enterprise cold chain and refrigeration systems	MTMPSR5603B Control cold chain (refrigeration) operations	N	New Unit
MTMPSR606A Assess and purchase livestock	MTMPS5601B Assess and purchase livestock	E	Required Skills and Knowledge adjusted to CAT template
MTMPSR607A Analyse and develop enterprise systems for new opportunities	MTMPS5602B Analyse and develop enterprise systems for new opportunities	E	Required Skills and Knowledge adjusted to CAT template
MTMPSR608A Establish new markets	MTMPSR5605B Establish new markets	E	Required Skills and Knowledge adjusted to CAT template
MTMR101C Identify species and meat cuts	MTMR101B Identify species and meat cuts	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR102C Trim meat for further processing	MTMR102B Trim meat for further processing	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR103C Store meat product	MTMR103B Store meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR104C Prepare minced meat and minced meat products	MTMR104B Prepare minced meat and minced meat products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C'

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMR106C Provide service to customers	MTMR106B Provide service to customers	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR107C Process sales transactions	MTMR107B Process sales transactions	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR108B Undertake minor routine maintenance	MTMR108A Undertake minor routine maintenance	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR109B Monitor meat temperature from receipt to sale	MTMR109A Monitor meat temperature from receipt to sale	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR201C Break and cut product using a bandsaw	MTMR201B Break and cut product using a bandsaw	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR202C Provide advice on cooking and storage of meat products	MTMR202B Provide advice on cooking and storage of meat products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR203C Select, weigh and package meat for sale	MTMR203B Select, weigh and package meat for sale	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR204C Package product using manual packing and labelling	MTMR204B Package product using manual packing and labelling	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
equipment	equipment		code changed to 'C' version
MTMR207B Use basic methods of meat cookery	MTMR207A Use basic methods of meat cookery	E	Changed to 'B' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR208B Vacuum pack product in a retail operation	MTMR208A Vacuum pack product in a retail operation	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR209B Undertake routine preventative maintenance	MTMR209A Undertake routine preventative maintenance	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR210B Make and sell sausages	MTMR210A Make and sell sausages	E	Changed to 'B' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR211B Produce and sell value-added products	MTMR211A Produce and sell value-added products	E	Changed to 'B' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR212B Receive meat product	MTMR212A Receive meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR301C Prepare specialised cuts	MTMR301B Prepare specialised cuts	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; Changes

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			made to E&PC
MTMR302C Assess carcass/product quality	MTMR302B Assess carcass/product quality	E	Required Skills and Knowledge adjusted to CAT template ; Unit code changed to 'C' version
MTMR303C Calculate yield of carcass or product	MTMR303B Calculate yield of carcass or product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR304C Manage stock	MTMR304B Manage stock	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR305C Meet customer needs	MTMR305B Meet customer needs	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; Minor adjustment to PC 3.3; One PC deleted; adjustment made to critical aspects of assessment
MTMR306C Provide advice on nutritional role of meat	MTMR306B Provide advice on nutritional role of meat	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment
MTMR307C Merchandise products and services	MTMR307B Merchandise products and services	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR308C Prepare and produce value-added products	MTMR308B Prepare and produce value-added products	E	Changed to 'C' version; Required Skills and Knowledge adjusted to CAT template; adjustment made to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			critical aspects of assessment
MTMR309C Prepare, roll, sew and net meat	MTMR309B Prepare, roll, sew and net meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR310C Bone and fillet poultry	MTMR310B Bone and fillet poultry	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR311C Cost and price meat products	MTMR311B Cost and price meat products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR312C Prepare portion control to specifications	MTMR312B Prepare portion control to specifications	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR313C Bone game meat	MTMR313B Bone game meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMR314B Order stock in a meat enterprise	MTMR314A Order stock in a meat enterprise	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR315B Calculate and present statistical data in a meat enterprise	MTMR315A Calculate and present statistical data in a meat enterprise	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR316B Utilise the Meat Standards Australia system for beef to meet customer requirements	MTMR316A Utilise the Meat Standards Australia system for beef to meet customer requirements	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			version
MTMR317B Cure, corn and sell product	MTMR317A Cure, corn and sell product	E	Changed to 'B' version; Required Skills and Knowledge adjusted to CAT template; Minor adjustments to Required Skills; adjustment made to critical aspects of assessment
MTMR318B Assess and sell poultry product	MTMR318A Assess and sell poultry product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR319B Break carcasses for retail sale	MTMR319A Break carcasses for retail sale	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR320B Locate, identify and assess cuts	MTMR320A Locate, identify and assess cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMR321A Assess and address customer preferences	No equivalent Unit in MTM07		New Unit
MTMR322A Collect and prepare standard samples	MTMMP53C Collect and prepare standard samples	E	Required Skills and Knowledge adjusted to CAT template
MTMR501A Develop and assess a meat retailing business opportunity	BSBMGT511A Develop a business opportunity	E	New Unit; Units are equivalent
MTMS101C Handle materials and products	MTMS101B Handle materials and products	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMS102C Pack	MTMS102B Pack	E	Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
smallgoods product	smallgoods product		CAT template; Unit code changed to 'C' version
MTMS205C Package product using thermoform process	MTMS205B Package product using thermoform process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMS206C Package product using gas flushing process	MTMS206B Package product using gas flushing process	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMS207C Operate bar and coder systems	MTMS207B Operate bar and coder systems	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMS208C Operate metal detection unit	MTMS208B Operate metal detection unit	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMS210B Select/identify and prepare casings	MTMS210A Select/identify and prepare casings	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS211B Manually shape and form product	MTMS211A Manually shape and form product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS212B Manually link and tie product	MTMS212A Manually link and tie product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS213B Slice product using simple machinery	MTMS213A Slice product using simple machinery	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'B' version
MTMS214B Rotate stored meat	MTMS214A Rotate stored meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS215B Rotate meat product	MTMS215A Rotate meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS216B Inspect carton meat	MTMS216A Inspect carton meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS217A Prepare dry ingredients	MTMS14C Prepare dry ingredients	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMS218B Measure and calculate routine workplace data	MTMS218A Measure and calculate routine workplace data	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS300B Operate mixer/blender unit	MTMS300A Operate mixer/blender unit	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS301B Cook, steam and cool product	MTMS301A Cook, steam and cool product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS302B Prepare dried meat	MTMS302A Prepare dried meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
MTMS303B Fill casings	MTMS303A Fill casings	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS304B Thaw product - water	MTMS304A Thaw product - water	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS305B Thaw product - air	MTMS305A Thaw product - air	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS306B Identify and repair equipment faults	MTMS306A Identify and repair equipment faults	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS307A Sort meat	MTMS32C Sort meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMS308A Batch meat	MTMS33C Batch meat	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMS309B Operate product forming machinery	MTMS309A Operate product forming machinery	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS310B Operate link and tie machinery	MTMS310A Operate link and tie machinery	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'B' version
MTMS311B Operate complex slicing and packaging machinery	MTMS311A Operate complex slicing and packaging machinery	E	Required Skills and Knowledge adjusted to CAT template; Unit

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			code changed to 'B' version
MTMS312A Prepare meat-based pates and terrines for commercial sale	THHADCC01B Prepare pates and terrines	N	New Unit
MTMS313A Prepare product formulations	MTMS34C Prepare product formulations	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMS314A Ferment and mature product	MTMS39C Ferment and mature product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMS315A Blend meat product	MTMS201B Blend meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed
MTMSR201C Prepare and slice meat cuts	MTMSR201B Prepare and slice meat cuts	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMSR202C Trim meat to specifications	MTMSR202B Trim meat to specifications	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMSR203C Package product using automatic packing and labelling equipment	MTMSR203B Package product using automatic packing and labelling equipment	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMSR204C Despatch meat product	MTMSR204B Despatch meat product	E	Required Skills and Knowledge adjusted to CAT template; Unit code changed to 'C' version
MTMSR301C Break carcass into primal cuts	MTMSR301B Break carcass into primal cuts	E	Changed to 'C' version; Required Skills and Knowledge adjusted to

MTM11 Unit code and title	MTM07 Unit code and title	Equivalence	Mapping details
			CAT template; One E&PC added
MTMSR302C Prepare primal cuts	MTMSR302B Prepare primal cuts	E	Required Skills and Knowledge adjusted to CAT template; adjustment made to critical aspects of assessment; Unit code changed to 'C' version
MTMSR303A Smoke product	MTMS38C Smoke product	E	Required Skills and Knowledge adjusted to CAT template; Minor change to PC 7.1; Unit code changed

Imported Units

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
AHC BIO302A Identify and report unusual disease or plant pest signs	No equivalent in MTM07	New to this Training Package
AHCLSK204A Carry out regular livestock observation	No equivalent in MTM07	New to this Training Package
AHCLSK207A Load and unload livestock	No equivalent in MTM07	New to this Training Package
AHCLSK212A Ride horses to carry out stock work	RTE2130A Ride horses and care for equipment	Replacement for superseded unit; Units are equivalent
AHCLSK324A Care for and train working dogs	RTE2106A Care for and train working dogs	Replacement for superseded unit; Units are equivalent
AHCMOM212A Operate quad bikes	RTE2308A Operate ride-on vehicles	Replacement for superseded unit; Units are equivalent
AHCMOM202A Operate tractors	RTC2309A Operate tractors	Replacement for superseded unit; Units are equivalent
BSBCOM501B Identify and interpret compliance	No equivalent in MTM07	New to this Training Package

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
requirements		
BSBCOM601B Research compliance requirements and issues	No equivalent in MTM07	New to this Training Package
BSBCUS402A Address customer needs	BSBCMN418A Address customer needs	Replacement for superseded unit
BSBDES701A Research and apply design theory	No equivalent in MTM07	New to this Training Package
BSBDIV601A Develop and implement diversity policy	BSBHR604A Manage employee relations	Replacement for superseded unit; not equivalent
BSBFIM501A Manage budgets and financial plans	BSBFLM513A Manage budgets and financial plans within the work team	Replacement for superseded unit; Replaces BSBFLM513A in the Diploma of Meat Processing; not equivalent
BSBFIM501A Manage budgets and financial plans	BSBMGT503A Prepare budgets and financial plans and BSBMGT504A Manage budgets and financial plans	Replacement for superseded units; Replaces BSBMGT503A and BSBMGT504A in the Diploma of Meat Processing (Meat Retailing); not equivalent
BSBFIM601A Manage finances	No equivalent in MTM07	New to this Training Package
BSBFLM312C Contribute to team effectiveness	BSBFLM312A Contribute to team effectiveness	Replacement for superseded unit
BSBHRM402A Recruit, select and induct staff	BSBHR404A Co-ordinate human resource services	Replacement for superseded unit
BSBINM302A Utilise a knowledge management system	BSBCMN314A Utilise a knowledge management system	Replacement for superseded unit
BSBINM401A Implement workplace information system	BSBFLM406B Implement workplace information system	Replacement for superseded unit
BSBINN301A Promote innovation in a team environment	BSBCMN412A Promote innovation and change	Replacement for superseded unit
BSBINN801A Lead	No equivalent in MTM07	New to this Training Package

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
innovative thinking and practice		
BSBITU101A Operate a personal computer	BSBCM107A Operate a personal computer	Replacement for superseded unit
BSBLED401A Develop teams and individuals	BSBCM404A Develop teams and individuals	Replacement for superseded unit
BSBMGT402A Implement operational plan	BSBFLM405B Implement operational plan	Replacement for superseded unit
BSBMGT403A Implement continuous improvement	BSBFLM409B Implement continuous improvement	Replacement for superseded unit
BSBMGT605B Provide leadership across the organisation	CHCORG11B Lead and Develop Others	Replacement for superseded unit; not equivalent
BSBMGT617A Develop and implement a business plan	BSBMGT603A Review and develop business plans	Replacement for superseded unit
BSBMKG414B Undertake marketing activities	BSBMKG405A Implement and monitor marketing activities	Replacement for superseded unit
BSBMKG502B Establish and adjust the marketing mix	No equivalent in MTM07	New to this Training Package
BSBRES801A Initiate and lead applied research	No equivalent in MTM07	New to this Training Package
BSBRKG404A Monitor and maintain records in an online environment	BSBEBUS406A Monitor and maintain records in an online environment	Replacement for superseded unit
BSBWOR402A Promote team effectiveness	BSBFLM412A Promote team effectiveness	Replacement for superseded unit
FDFAU4001A Assess compliance with food safety programs	FDFFSACA Assess compliance with food safety programs	Replacement for superseded unit; Units are equivalent
FDFAU4002A Communicate and negotiate to conduct food safety audits	FDFFSCOMA Communicate and negotiate to conduct food safety audits	Replacement for superseded unit; Units are equivalent

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
FDFAU4003A Conduct food safety audits	FDFFSDFSAA Conduct food safety audits	Replacement for superseded unit; Units are equivalent
FDFAU4004A Identify, evaluate and control food safety hazards	FDFFSCHZA Identify, evaluate and control food safety hazards	Replacement for superseded unit; Units are equivalent
FDFOP2007A Work in a freezer storage area	FDFZMHFS2A Work in a freezer storage area	Replacement for superseded unit; Units are equivalent
FDFOP2010A Work with temperature controlled stock	FDFZMHTS2A Work with temperature controlled stock	Replacement for superseded unit; Units are equivalent
FDFOP2061A Use numerical applications in the workplace	FDFCORBM2A Use basic mathematical concepts	Replacement for superseded unit; Units are equivalent
FDFOP3002A Set up a production or packaging line for operation	FDFZPRSP3A Set up a production/packaging line for operation	Replacement for superseded unit; Units are equivalent
HLTFA301B Apply first aid	HLTFA301B Apply first aid	No change
MSACMG701A Prepare for and implement change	No equivalent in MTM07	New to this Training Package
MSACMG706A Build relationships between teams in a manufacturing environment	No equivalent in MTM07	New to this Training Package
MSACMG803A Develop models of future state manufacturing practice	No equivalent in MTM07	New to this Training Package
MSL904001A Perform standard calibrations	PMLCAL400A Perform standard calibrations	Replacement for superseded unit
MSL916005A Manage complex projects	PMLORG602B Manage complex projects	Replacement for superseded unit
MSL922001A Record and present data	PMLDATA200A Record and present data	Replacement for superseded unit
MSL924001A Process and interpret data	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
MSL925001A Analyse data and report results	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL933001A Maintain the laboratory/field workplace fit for purpose	PMLMAIN300B Maintain the laboratory fit for purpose	Replacement for superseded unit
MSL933004A Perform calibration checks on equipment and assist with its maintenance	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL934003A Maintain and control stocks	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL935002A Assist in the maintenance of reference materials	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL935003A Authorise the issue of test results	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL952002A Handle and transport samples or equipment	PMLSAMP201A Handle and transport samples or equipment	Replacement for superseded unit
MSL953001A Receive and prepare samples for testing	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL954001A Obtain representative samples in accordance with sampling plan	PMLSAMP400B Obtain representative samples in accordance with sampling plan	Replacement for superseded unit
MSL973001A Perform basic tests	PMLTEST300B Perform basic tests	Replacement for superseded unit
MSL973002A Prepare working solutions	PMLTEST303B Prepare working solutions	Replacement for superseded unit
MSL973003A Prepare	PMLTEST304B Prepare culture	Replacement for superseded unit

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
culture media	media	
MSL973004A Perform aseptic techniques	PMLTEST305B Perform aseptic techniques	Replacement for superseded unit
MSL974006A Perform biological procedures	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL973007A Perform microscopic examination	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL974004A Perform food tests	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
MSL975001A Perform microbiological tests	No equivalent in MTM07	New to this Training Package; Included in Meat Industry Microbiological Testing Skill Set
NWP208A Perform basic wastewater tests	No equivalent in MTM07	New to this Training Package
NWP262A Monitor and report wastewater treatment processes	No equivalent in MTM07	New to this Training Package
NWP263A Operate and maintain wastewater treatment plant and equipment	No equivalent in MTM07	New to this Training Package
NWP704A Lead a project development	No equivalent in MTM07	New to this Training Package
NWP706A Review and evaluate water and wastewater sustainability objectives	No equivalent in MTM07	New to this Training Package
NWP707A Analyse and review water treatment plant technology	No equivalent in MTM07	New to this Training Package
PRMCL35B Maintain a cleaning storage area	PRMCL35B Maintain a cleaning storage area	No change

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
PRMCL38A Clean a food handling area	PRMCL38A Clean a food handling area	No change
PSPHR616A Manage performance management system	No equivalent in MTM07	New to this Training Package
PSPREG412A Gather and manage evidence	MTMMP82C Collect evidence for prosecution	New to this Training Package; not equivalent
SIRXCLM002A Manage store facilities	WRRO6B Manage store facilities	Replacement for superseded unit
SIRXFIN001A Balance point-of-sale terminal	WRRF1B Balance register/terminal	Revised unit; not equivalent
SIRXFIN004A Manage financial resources	THHGLE13B Manage finances within a budget	New to this Training Package; Units are not equivalent
SIRXINV004A Buy merchandise	WRR14B Buy merchandise	Replacement for superseded unit
SIRXINV005A Control inventory	WRRO5B Control inventory	Replacement for superseded unit
SIRXMER002A Coordinate merchandise presentation	WRRM3B Coordinate merchandising presentation	Replacement for superseded unit
SIRXMGT005A Set strategic plans	WRRPL2B Set strategic plans	Replacement for superseded unit
SIRXMGT006A Initiate and implement change	WRRPL3B Initiate and implement change	Replacement for superseded unit
SIRXSLS001A Sell products and services	WRRS1B Sell products and services	Replacement for superseded unit
TAEDEL301A Provide work skill instruction	TAADEL301B Provide training through instruction and demonstration of work skills	Replacement for superseded unit; Units are equivalent
TAEASS401A Plan assessment activities and processes	TAAASS401B Plan and organise assessment	Replacement for superseded unit; Units are not equivalent
TAEASS402A Assess competence	TAAASS402B Assess competence	Replacement for superseded unit
TLIA2009A Complete and check import/export documentation	TDTA997C Complete and check import/export documentation	Replacement for superseded unit

Unit code and title in MTM11	Unit code and title in MTM07	Mapping details
TLID2013A Move materials mechanically using automated equipment	TDTD1397B Move materials mechanically using automated equipment	Replacement for superseded unit
TLID3020A Care for livestock in transit	TDTD2097B Care for livestock in transit	Replacement for superseded unit

Historical and General Information

Historical and General Information

MTM11 *Australian Meat Industry Training Package* is the outcome of an extensive Continuous Improvement process.

Introduction

The endorsed components of the MTM11 Australian Meat Industry Training Package include:

- national competency standards for abattoirs, smallgoods, food services and meat retailing
- national qualifications framework
- national assessment guidelines.

The MTM11 Australian Meat Industry Training Package has been developed by the National Meat Industry Training Advisory Council (MINTRAC) on behalf of the Australian Meat Industry, for AgriFood Skills Australia. It addresses changes raised by industry stakeholders under the Continuous Improvement process and recorded on the Issues Register. A consultation process occurred across all sectors of the meat industry and with stakeholders in meat industry training to address and resolve the issues raised.

Summary of changes from MTM07

The new features of the Training Package include:

- inclusion of additional Skill Sets
- substantial restructuring of the Diploma and Advanced Diploma qualifications
- replacement of superseded imported Units of Competency
- inclusion of Green Skills
- restructuring of Qualification Requirements to address NQC requirements
- addition of new Units in some qualifications
- addition of the Vocational Graduate Certificate and Diploma of Agribusiness.

Introduction to the Industry

Introduction to the Industry

Profile of the Australian Meat Industry

Overview¹

The Australian meat processing industry comprises processors, retailers and exporters who together are responsible for guaranteeing the supply of meat to domestic and international markets.

Red meat processing

From humble beginnings just over 220 years ago, the Australian red meat industry has grown its total value to \$15.8 billion and has become one of the world's largest exporters of red meat and livestock. Approximately 350,000 people are involved either directly in the supply chain or in businesses that service the industry. The Australian domestic market is the industry's largest single market. Consumers in this country spend an estimated \$6.7 billion on beef and nearly \$2.5 billion on sheep meat annually.

Australia exports \$5 billion worth of beef and cattle annually, making this sector one of the country's most valuable farm contributors. Sheep meat and sheep exports are worth around \$1.6 billion, and goat meat and goats approximately \$55 million. Combined, these represent around 23% of total Australian farm exports. Over 70% of red meat production is exported to 110 countries worldwide.

Changes over the last five years have included a continuing reduction of the national sheep flock, primarily due to drought. There has also been an increasing concentration of production in a number of large companies, with many smaller processors either closing, or being bought out by larger companies.

The Australian production system is diverse, offering a wide variety of products to customers and consumers. Products range from high-quality, tenderness-guaranteed eating products, to hides and pharmaceutical ingredients.

The industry is renowned for its efforts in meeting customer requirements. Major international customers for Australian beef are Japan, the US and Korea, while the US is the dominant export market for lamb and goat meat.

The Australian red meat industry has an enviable international reputation as a leader in food safety, animal welfare and disease control. This earns the trust of domestic and international consumers and allows access to all global markets where collectively over three million

Introduction to the Industry

tonnes of Australian product is consumed each year.²

Pork processing

The pork industry is one of the few Australian food industries operating in a truly global marketplace, maintaining a small export industry to Asia and competing with increasing volumes of subsidised imports from North America and Europe. Increasing competition from imports is regarded as one of the major challenges facing the industry.

For the 2007-08 period, ABS data indicates that the gross value of pig slaughters in Australia decreased by 4% to \$902 million, as slaughter numbers and average prices dropped.

In contrast, consumer confidence in pork continues to grow and the peak body, Australian Pork Limited (APL) believes that the longer term outlook for the Australian pork industry is one of a strong future. Australia's clean reputation and proximity to Asia, the largest consumers of pork in the world (where demand for meat is increasing due to rising affluence), gives Australian pork producers significant advantages.³

In 2006, 82% of Australian pig meat production was consumed domestically and imports accounted for approximately one-third of consumption.⁴ More than 60% of imports came from the United States and Canada, major users of GM feed grain, with almost all of the remainder coming from Denmark.⁵

Other species

Australian animals, such as kangaroos, possums, crocodiles and emus, and introduced animals such as feral goats, horses and pigs, are the basis of a significant commercial industry.

Where they can be harvested humanely and, in the case of native animals, sustainably, wild animals can be profitable supplements or alternatives to domestic animals. Their commercial use can also contribute to pest management objectives.

Kangaroos

Kangaroos and wallabies make up the sixty known species of macropods in Australia, while only six species are commercially harvested. Tasmania is the only state where wallabies are commercially harvested. Kangaroos and wallabies are not farmed; rather they are harvested from the wild in five states of Australia by licensed, trained harvesters. The industry provides over 4000 jobs mostly in rural and remote areas.

Introduction to the Industry

Of the kangaroo meat that is harvested 60% is used for pet supplies, mostly for the domestic market. The remainder is used for human consumption with around 80% exported. Markets for kangaroo meat include Russia (although this market has been closed for eighteen months), South Africa, France and Germany. The total value of all kangaroo meat exports for 2006/07 was \$27 million. Approximately 30% of skins are used domestically with the rest exported as hide, skin and leather.

Camels

Camel meat production in 2003/04 was fourteen tonnes per year and continues to increase with a growing export market. The Central Australian Camel Industry Association Inc (CACIA) is working with the industry to promote the value of camel meat and other products such as camel oil, wool and leather. ⁶

Crocodiles

There are seven commercially operated crocodile farms in the Northern Territory of Australia. The main species farmed is the saltwater crocodile (*Crocodylus porosus*). The skin is the most valued product from farmed crocodiles and skins are exported to Japan, France, Italy and Asia. The by-products of flesh, feet, teeth and skulls are mainly sold on the domestic market. ⁷

Ratites

The emu is farmed for three different products: meat, leather and emu oil. Meat is largely sold for consumption in the domestic market, while a small percentage is exported to Europe. The oil is used in cosmetics and many natural remedies and sold to both the international and domestic market. A single bird can be expected to produce on average 10 to 12kg of meat and 10L of oil. With current commodity prices, the value of a single emu at slaughter is approximately \$575 to \$600 Australian dollars. ⁸

Ostriches are farmed for the meat and the skin (leather and feathers). Currently, the meat is the most valuable commodity but leather prices are continuously rising. There is good demand for ostrich products internationally and the Australian industry cannot keep up with the current demand.

Buffalo

The buffalo industry, at present, is in a rebuilding phase after the impact of BTEC. Strict disease eradication measures against bovine tuberculosis (TB) under the national BTEC campaign are responsible for major changes in the buffalo industry. ⁹

Smallgoods production

Smallgoods are meat products where the meat has been manufactured to form a new product,

Introduction to the Industry

such as sausages, salamis, bacons, hams, pates, and dried, roasted and preserved meat products. Smallgoods are made from pig meat and other meats, such as poultry, mutton and beef.

Australian produced smallgoods products are mainly consumed by the domestic market.

As at 2008, there were four major smallgoods manufacturers employing more than 1500 employees, and three medium sized smallgoods manufacturers employing more than 200 employees, although industry restructuring and consolidation is continuing. Industry estimates put annual turnover at around \$2 billion.

Pork represents anywhere from 60-80% of the smallgoods sector's meat input, of which 60% comes from imported pig meat.

The industry is characterised by a high level of domestic consumption, low levels of exports, and low volume sales of a large number of product items.¹⁰

¹ All figures quoted are 2007-08, MLA estimates and Australian Bureau of Statistics

² Australia's red-meat and livestock industry – Meat Industry Strategic Plan 2010-2015

³ APL Strategic Plan 2010-2015

⁴ ABARE 2007

⁵ UN Comtrade 2008

⁶ Department of Agriculture, Forestry and Fisheries. January 2010 <http://www.daff.gov.au>

⁷ Department of Primary Industry NT

⁸ Department of Agriculture, Forestry and Fisheries. January 2010 <http://www.daff.gov.au>

⁹ Department of Resources – Primary Industry NT

¹⁰ 2008: Submission to The Review of Quarantine and Biosecurity

Meat wholesaling

The meat wholesaling sector is a growing sector of newly emerging companies primarily made up of boning rooms and establishments servicing the hospitality industry. These establishments supply restaurants, fast-food outlets, food chains, hotels, airlines, and supermarkets and also fill niche markets, making specific products, such as portion control products, organic meat products, native meat products, meat patties, pizza toppings, meat products with health benefits, kebabs, and trimmed and pre-packed shelf-ready trays of meat.

Meat retailing

Meat retailers in Australia include traditional independent butchers, supermarkets, butcher

Introduction to the Industry

shop chains, and gourmet and specialist retail meat outlets.

The major factors affecting the meat retailing sector include the increasing focus on producing and supplying meat products to meet customer needs, and further processing and value-adding to meat products to meet demands for pre-prepared and pre-cooked products. Meat retailers increasingly provide food preparation, storage and cooking advice to customers, in response to a growing resurgence of interest in home cooking and non-traditional meat dishes.

There is also a growing trend towards further processing and supplying meat products from a variety of different animal species, including poultry, game meat, rabbits and native animals, and combining meat with other food products to produce specific product to meet local needs.

The Meat Retailing sector is facing increasing regulation particularly in food safety and Quality Assurance (QA). There are also changes in work organisation and work arrangements, including longer opening hours, and increasing skills demands in technology, food safety, QA, Occupational Health and Safety (OH&S), marketing, customer service and finances.

There is a growing trend towards the use of electronic financial systems, and increasing impact of information technologies particularly on marketing and supply of products, e.g. using the Internet.

Trends in the industry

Structured training is becoming increasingly important as companies seek to maintain the viability and competitiveness of all sectors of the industry in both domestic and international markets. Ongoing training is a critical component of addressing customer demands and expectations.

The industry is responding to:

- expectations from consumers, retailers and governments of high environmental and ethical standards, including food safety and animal welfare
- the competitiveness and ever-changing nature of international markets
- the need to attract, develop and retain a productive workforce
- the need to entice a new generation into the industry and to ensure succession planning is in place for the current workforce
- the need to ensure that learning and education opportunities exist for those already in the industry

Introduction to the Industry

- the need to continue to innovate in order to remain competitive and ensure the viability of the industry into the future
- the challenges presented by climate change and other environmental factors
- marketing and promotion requirements as markets diversify and more meal options become available
- increasing customer demands for fresh pork products
- whole-of-supply chain accountability in areas, such as animal welfare and traceability
- the impact of social conscience and values, price and health considerations on meal choices
- meeting ever increasing regulatory requirements (including export licensing, food safety, QA, animal welfare, environment, OH&S and workers compensation)
- the emergence and consolidation of large-scale, factory-based smallgoods production
- customer demands for higher standards of game meat processing
- increasing demand for post-trade training, particularly in the development of business skills, in the meat retailing sector
- the development of leading edge boutique businesses operating across meat sectors.

Work in the industry

The jobs and workplace functions covered by this Training Package are from entry level through to middle management and include:

- labourers on slaughter floors, in boning rooms and rendering plants
- packers in smallgoods and abattoir operations
- stock handlers, skin and hide processors, offal processors, chiller and freezer operators, loadout personnel and production clerks
- process workers in the smokehouse, pickling, manufacturing, fermentation, kitchen, meat receival and preparation, pre-pack and despatch areas of smallgoods manufacturing plants
- slaughterpersons, boners, slicers and rendering plant operators
- game meat harvesters and processors
- food service personnel in wholesale and retail establishments
- QA officers and meat safety officers (meat inspectors)
- butchers in the meat retailing trade
- meat workers in supermarket meat departments
- sales and packaging staff in meat retailing outlets
- managers of micro and small meat retailing businesses and combined meat industry operations
- managers of meat retail departments in supermarkets
- owner-operators of meat retailing businesses and small combined meat industry operations
- supervisors, leading hands, forepersons and team leaders in meat retailing, smallgoods, food services and abattoir operations

Introduction to the Industry

- area, regional and state/territory meat managers in supermarkets
- middle managers in abattoirs, smallgoods and food service operations.

Impacts on Training Package development

Regulatory and licensing requirements, business objectives, the literacy and numeracy skills and requirements of workers in the industry, emerging technologies, including e-commerce, environmental issues, and the importance of ethics and values to the industry have been addressed in the development of the Training Package and incorporated into Units of Competency.

The meat industry is already highly regulated and continues to move towards further regulation. MINTRAC works closely with the relevant authorities including Australian Meat Industry Council (AMIC), the Meat Standing Committee, Australian Quarantine Inspection Service (AQIS) and the meat industry authorities in each state and territory to incorporate regulatory requirements within the competency standards. These requirements are incorporated into relevant Units of Competency.

Industry-specific regulatory and licensing requirements are specified in the Elements and Performance Criteria, Range Statement and Evidence Guide of the units. These include legislation, regulations, codes, guidelines and standards relating to food safety and food standards, hygiene and sanitation, workplace safety, animal welfare, environmental impact, QA and importing country requirements.

In addition the flexibility of the Training Package ensures that women, Indigenous workers, people whose primary language is a language other than English, and people from rural and remote areas have access to meaningful qualifications and career pathways and that all workers in smallgoods, food services and abattoirs plants can gain qualifications which are meaningful and lead to increased employment opportunities across the industry.

Food services

There are many enterprises in the meat industry which undertake specialised services such as preparing specialty meat cuts, gourmet meat preparation, preparing bulk value-added products, and providing meat preparation customer service. It would not be possible to develop individual qualifications to cover every possible job, especially as new jobs are emerging all the time.

The Australian Meat Industry Training Package contains *Certificates II and III in Meat Processing (Food Services)* which are highly flexible qualifications enabling selections to be made from a wide range of Units. These qualifications enable employers to identify the skills

Introduction to the Industry

required by their enterprises, and then work with an RTO to identify a suitable training program.

Validation

The validation of the qualifications structure and key changes to the Training Package were undertaken at industry and enterprise level, particularly where Units were newly developed for the industry. Units from other industries and Training Packages were also validated at industry and enterprise level to test their applicability to the industry. Participants in the validation process were asked to assess Unit relevance, coverage of work, skills and knowledge requirements, clarity, language style and resourcing implications.

External agencies, advisers and experts were consulted to review initial drafts for technical accuracy, currency and mandatory requirements. They also identified best practice, industry trends and likely/potential future developments within their area of expertise. This ensured that the Units of Competency were focused on current and future needs.

Green Skills in the Australian Meat Industry

The Australian Meat Industry's commitment to the environment is documented in the Meat Industry Strategic Plan 2010-2015. Strategic Theme 1 of this Plan is: Environment and Ethics: Promote ethical and responsible custodianship of the environment, animal welfare and resources used in the production of red meat. There are five Imperatives identified within this Theme.

- 1) Develop, implement and verify a set of robust, creditable standards for environmental stewardship, animal welfare and ethical behaviour acceptable in the community.
- 2) Engage with customers and community to engender community trust that our industry is an ethical and responsible custodian of livestock, land and resources.
- 3) Achieve industry agreement on a total supply chain response to climate change.
- 4) Establish effective whole-of-industry processes for consultation, education and awareness of the requirements for and benefits of change relating to the environment and animal welfare.
- 5) Establish baseline and ongoing data to measure and monitor the impact of our industry on environmental sustainability and ethical custodianship of animals and resources.

Environmental issues affecting the Australian meat industry are monitored and addressed by two National Environment Committees managed through the Australian Meat Industry Council.

Introduction to the Industry

- **The National Climate Change Committee**, a representative committee of eight company managing directors, sets policy and undertakes negotiations with government on behalf of the industry.
- **The Environment Research and Development Committee**, a committee of 20-30 environmental officers from meat processing companies, sets strategic Research and Development priorities (water, energy, carbon reduction) for the industry and then approves and monitors R&D projects.

The industry also funds the MINTRAC Environment Network. The Environment Network consists of state based networks of researchers, regulators, trainers and practitioners and represents an efficient method of distribution of new information. It also gives environment managers, researchers and regulators a very useful forum to explain, explore and discuss new issues and innovations.

The two main functions of the network are to:

- organise a limited number of professional development workshops delivered in selected regional centres facilitated by a technical consultant
- develop communication channels between the various parties involved.

Environment and the MTM11 Australian Meat Industry Training Package

There are several Units of Competency within the MTM11 Australian Meat Industry Training Package which focus specifically on environmental matters:

- MTMCOR206A Overview the meat industry
- MTMPSR202A Apply environmentally sustainable work practices
- MTMPSR403B Facilitate achievement of enterprise environmental practices and policies
- MTMPS5608B Manage environmental impacts of meat processing operations.

In addition, environmental practices and principles are embedded into the Elements and Performance Criteria and Required Skills and Knowledge of most other Units within the Training Package.

The MINTRAC Environment Network serves to identify changes required in the Australian Meat Industry Training Package and as a consultative forum to assess proposed changes. The Network also assesses and provides advice on proposed training and assessment support materials.

Industry Requirements for Employability Skills

Competency Standards

What is competency?

The broad concept of industry competency concerns the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competency requires the application of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Competency covers all aspects of workplace performance and involves performing individual tasks; managing a range of different tasks; responding to contingencies or breakdowns; and, dealing with the responsibilities of the workplace, including working with others. Workplace competency requires the ability to apply relevant skills, knowledge and attitudes consistently over time and in the required workplace situations and environments. In line with this concept of competency Training Packages focus on what is expected of a competent individual in the workplace as an outcome of learning, rather than focussing on the learning process itself.

Competency standards in Training Packages are determined by industry to meet identified industry skill needs. Competency standards are made up of a number of units of competency each of which describes a key function or role in a particular job function or occupation. Each unit of competency within a Training Package is linked to one or more AQF qualifications.

Contextualisation of Units of Competency by RTOs

Registered Training Organisations (RTOs) may contextualise units of competency in this endorsed Training Package to reflect required local outcomes. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, specific enterprise equipment requirements, or to otherwise meet local needs. However, the integrity of the overall intended outcome of the unit of competency must be maintained.

Any contextualisation of units of competency in this Training Package must be within the bounds of the following advice:

- RTOs must not remove or add to the number and content of elements and performance criteria.
- RTOs can include specific industry terminology in the range statement.
- Any amendments and additions to the range statement made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.
- RTOs may add detail to the evidence guide in areas such as the critical aspects of evidence or required resources and infrastructure—but only where these expand the breadth of the competency and do not limit its use.

Components of Units of Competency

The components of units of competency are summarised below, in the order in which they appear in each unit of competency.

Unit Title

The unit title is a succinct statement of the outcome of the unit of competency. Each unit of competency title is unique, both within and across Training Packages.

Unit Descriptor

The unit descriptor broadly communicates the content of the unit of competency and the skill area it addresses. Where units of competency have been contextualised from units of competency from other endorsed Training Packages, summary information is provided. There may also be a brief second paragraph that describes its relationship with other units of competency, and any licensing requirements.

Employability Skills

This sub-section contains a statement that the unit contains Employability skills.

Pre-requisite Units (optional)

If there are any units of competency that must be completed before the unit, these will be listed.

Application of the Unit

This sub-section fleshes out the unit of competency's scope, purpose and operation in different contexts, for example, by showing how it applies in the workplace.

Competency Field (Optional)

The competency field either reflects the way the units of competency are categorised in the Training Package or denotes the industry sector, specialisation or function. It is an optional component of the unit of competency.

Sector (optional)

The industry sector is a further categorisation of the competency field and identifies the next classification, for example an elective or supervision field.

Elements of Competency

The elements of competency are the basic building blocks of the unit of competency. They describe in terms of outcomes the significant functions and tasks that make up the competency.

Performance Criteria

The performance criteria specify the required performance in relevant tasks, roles, skills and in the applied knowledge that enables competent performance. They are usually written in passive voice. Critical terms or phrases may be written in bold italics and then defined in range statement, in the order of their appearance in the performance criteria.

Required Skills and Knowledge

The essential skills and knowledge are either identified separately or combined. *Knowledge* identifies what a person needs to know to perform the work in an informed and effective manner. *Skills* describe the application of knowledge to situations where understanding is converted into a workplace outcome.

Range Statement

The range statement provides a context for the unit of competency, describing essential operating conditions that may be present with training and assessment, depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts. As applicable, the meanings of key terms used in the performance criteria will also be explained in the range statement.

Evidence Guide

The evidence guide is critical in assessment as it provides information to the Registered Training Organisation (RTO) and assessor about how the described competency may be demonstrated. The evidence guide does this by providing a range of evidence for the assessor to make determinations, and by providing the assessment context. The evidence guide describes:

- conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment;
- relationships with the assessment of any other units of competency;
- suitable methodologies for conducting assessment including the potential for workplace simulation;
- resource implications, for example access to particular equipment, infrastructure or situations;
- how consistency in performance can be assessed over time, various contexts and with a range of evidence; and
- the required underpinning knowledge and skills
-

Employability Skills in Units of Competency

The detail and application of Employability Skills facets will vary according to the job-role requirements of each industry. In developing Training Packages, industry stakeholders are consulted to identify appropriate facets of Employability Skills which are incorporated into the relevant units of competency and qualifications.

Employability Skills are not a discrete requirement contained in units of competency (as was the case with Key Competencies). Employability Skills are specifically expressed in the context of the work outcomes described in units of competency and will appear in elements, performance criteria, range statements and evidence guides. As a result, users of Training Packages are required to review the entire unit of competency in order to accurately determine Employability Skills requirements.

How Employability Skills relate to the Key Competencies

The eight nationally agreed Employability Skills now replace the seven Key Competencies in Training Packages. Trainers and assessors who have used Training Packages prior to the introduction of Employability Skills may find the following comparison useful.

Employability Skills Mayer Key Competencies

Communication	Communicating ideas and information
Teamwork	Working with others and in teams
Problem solving	Solving problems Using mathematical ideas and techniques
Initiative and enterprise	
Planning and organising	Collecting, analysing and organising information Planning and organising activities
Self-management	
Learning	
Technology	Using technology

When analysing the above table it is important to consider the relationship and natural overlap of Employability Skills. For example, using technology may involve communication skills and combine the understanding of mathematical concepts.

Explicitly embedding Employability Skills in units of competency

This Training Package seeks to ensure that industry-endorsed Employability Skills are explicitly embedded in units of competency. The application of each skill and the level of detail included in each part of the unit will vary according to industry requirements and the nature of the unit of competency.

Employability Skills must be both explicit and embedded within units of competency. This means that Employability Skills will be:

- embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- explicitly described within units of competency to enable Training Packages users to identify accurately the performance requirements of each unit with regards to Employability Skills.

This Training Package also seeks to ensure that Employability Skills are well-defined and written into units of competency so that they are apparent, clear and can be delivered and assessed as an essential component of unit work outcomes.

Sample unit of competency components showing Employability Skills

The following table shows the sequence of a unit of competency, and each cell contains text taken from a range of units. It provides examples of where and how various Employability Skills could be embedded in each component.

Please note that in the example, the bracketed Employability Skills are provided for clarification only and would not be present in units of competency within this Training Package.

Unit Title	Give formal presentations and take part in meetings (Communication)
Unit Descriptor	This unit covers the skills and knowledge required to promote the use and implementation of innovative work practices to effect change. (Initiative and enterprise)
Element	Proactively resolve issues. (problem solving)
Performance Criteria	Information is organised in a format suitable for analysis and dissemination in accordance with organisational requirements. (Planning and organising)
Range Statement	Software applications may include email, internet, word processing, spreadsheet, database or accounting packages. (technology)
Required Skills and Knowledge	<p>Modify activities depending on differing workplace contexts, risk situations and environments. (Learning)</p> <p>Work collaboratively with others during a fire emergency. (teamwork)</p> <p>Instructions, procedures and other information relevant the maintenance of vessel and port security. (Communication)</p>
Evidence Guide	<p>Evidence of having worked constructively with a wide range of community groups and stakeholders to solve problems and adapt or design new solutions to meet identified needs in crime prevention. In particular, evidence must be obtained on the ability to:</p> <ul style="list-style-type: none"> • assess response options to identified crime-prevention needs and determine the optimal action to be implemented • in consultation with relevant others, design an initiative to address identified issues. (Initiative and enterprise).

Employability Skills Summaries and units of competency

An Employability Skills Summary exists for each qualification. Summaries include broad advice on industry expectations with regard to Employability Skills at the qualification level. Summaries should be used by trainers and assessors to assist in identifying the Employability Skills requirements contained within units of competency.

Competency Standards - Industry Contextualisation

Competency Standards - Industry Contextualisation

Customisation of this Training Package may be achieved by:

- choosing appropriate electives from Units provided in this Training Package
- importing appropriate elective Units from other Training Packages or accredited courses, as

Competency Standards - Industry Contextualisation

allowed within the qualification requirements

- contextualising Units of Competency to better suit an enterprise or industry context.

Examples from this Training Package of Employability Skills**Examples from this Training Package of Employability Skills embedded within Unit components**

Unit component	Example of embedded Employability Skill
Unit Title	MTMR315A Calculate and present statistical data in a meat enterprise
Unit Descriptor	<i>MTMCOR205A Communicate in the workplace:</i> This unit covers the skills and knowledge required to carry out workplace communication practices. It includes the competencies to identify the enterprise's communication channels, use communication skills to undertake and complete workplace requirements, and contribute to positive workplace relations.
Element	<i>MTMP3105A Follow and implement an established work plan:</i> Element 2: Organise daily work activities
Performance Criteria	<i>MTMP2155B Despatch hide or skin:</i> Element 1.4 Occupational Health and Safety (OH&S) requirements are identified and met.
Range Statement	Communication skills may include: <ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communication technology • own work and the wider work area • reading and interpreting workplace documentation.
Required Skills and Knowledge	<ul style="list-style-type: none"> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology.
Evidence Guide	Not applicable

Qualifications Framework

The Australian Qualifications Framework

What is the Australian Qualifications Framework?

A brief overview of the Australian Qualifications Framework (AQF) follows. For a full explanation of the AQF, see the *AQF Implementation Handbook*.

http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf

The AQF provides a comprehensive, nationally consistent framework for all qualifications in post-compulsory education and training in Australia. In the vocational education and training (VET) sector it assists national consistency for all trainees, learners, employers and providers by enabling national recognition of qualifications and Statements of Attainment.

Training Package qualifications in the VET sector must comply with the titles and guidelines of the AQF. Endorsed Training Packages provide a unique title for each AQF qualification which must always be reproduced accurately.

Qualifications

Training Packages can incorporate the following eight AQF qualifications.

- Certificate I in ...
- Certificate II in ...
- Certificate III in ...
- Certificate IV in ...
- Diploma of ...
- Advanced Diploma of ...
- Vocational Graduate Certificate of ...
- Vocational Graduate Diploma of ...

On completion of the requirements defined in the Training Package, a Registered Training Organisation (RTO) may issue a nationally recognised AQF qualification. Issuance of AQF qualifications must comply with the advice provided in the *AQF Implementation Handbook* and the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). Issuance of Statements of Attainment must comply with the advice provided in the current *AQF Implementation Handbook* and the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Under the AQTF 2010, RTOs must recognise the achievement of competencies as recorded on a qualification or Statement of Attainment issued by other RTOs. Given this, recognised competencies can progressively build towards a full AQF qualification.

AQF Guidelines and Learning Outcomes

The *AQF Implementation Handbook* provides a comprehensive guideline for each AQF qualification. A summary of the learning outcome characteristics and their distinguishing features for each VET related AQF qualification is provided below.

Certificate I

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform a defined range of activities most of which may be routine and predictable.

Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate knowledge by recall in a narrow range of areas;
- demonstrate basic practical skills, such as the use of relevant tools;
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information.

Certificate II

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and skills would prepare a person to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear and there is limited complexity in the range of operations to be applied.

Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Applications may include some complex or non-routine activities involving individual responsibility or autonomy and/or collaboration with others as part of a group or team.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply known solutions to a limited range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take limited responsibility for own outputs in work and learning.

Certificate III

Characteristics of Learning Outcomes

Breadth, depth and complexity of knowledge and competencies would cover selecting, adapting and transferring skills and knowledge to new environments and providing technical advice and some leadership in resolution of specified problems. This would be applied across a range of roles in a variety of contexts with some complexity in the extent and choice of options available.

Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Applications may involve some responsibility for others. Participation in teams including group or team co-ordination may be involved.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge
- apply a range of well-developed skills
- apply known solutions to a variety of predictable problems
- perform processes that require a range of well-developed skills where some discretion and judgement is required
- interpret available information, using discretion and judgement
- take responsibility for own outputs in work and learning
- take limited responsibility for the output of others.

Certificate IV*Characteristics of Learning Outcomes*

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine. Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature. Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills. Applications involve responsibility for, and limited organisation of, others.

Distinguishing Features of Learning Outcomes

Do the competencies enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Diploma*Characteristics of Learning Outcomes*

Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.

The self directed application of knowledge and skills, with substantial depth in some areas where judgment is required in planning and selecting appropriate equipment, services and techniques for self and others.

Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- analyse and plan approaches to technical problems or management requirements
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- evaluate information, using it to forecast for planning or research purposes
- take responsibility for own outputs in relation to broad quantity and quality parameters
- take some responsibility for the achievement of group outcomes.

Advanced Diploma

Characteristics of Learning Outcomes

Breadth, depth and complexity involving analysis, design, planning, execution and evaluation across a range of technical and/or management functions including development of new criteria or applications or knowledge or procedures.

The application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions. Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and others in achieving the outcomes is involved.

Applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Distinguishing Features of Learning Outcomes

Do the competencies or learning outcomes enable an individual with this qualification to:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for personal and group outcomes within broad parameters.

Vocational Graduate Certificate

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth and complexity involving the initiation, analysis, design, planning, execution and evaluation of technical and management functions in highly varied and highly specialised contexts.
- Applications involve making significant, high-level, independent judgements in major broad or planning, design, operational, technical and management functions in highly varied and specialised contexts. They may include responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major broad or technical and management functions in highly varied and highly specialised contexts.
- Generate and evaluate ideas through the analysis of information and concepts at an abstract level.
- Demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in complex contexts.
- Demonstrate responsibility and broad-ranging accountability for the structure, management and output of the work or functions of others.

Vocational Graduate Diploma

Characteristics of competencies or learning outcomes

- The self-directed development and achievement of broad and specialised areas of knowledge and skills, building on prior knowledge and skills.
- Substantial breadth, depth and complexity involving the initiation, analysis, design, planning, execution and evaluation of major functions, both broad and highly specialised, in highly varied and highly specialised contexts.
- Further specialisation within a systematic and coherent body of knowledge.
- Applications involve making high-level, fully independent, complex judgements in broad planning, design, operational, technical and management functions in highly varied and highly specialised contexts. They may include full responsibility and accountability for all aspects of work and functions of others, including planning, budgeting and strategy development.
- The degree of emphasis on breadth, as opposed to depth, of knowledge and skills may vary between qualifications granted at this level.

Distinguishing features of learning outcomes

- Demonstrate the self-directed development and achievement of broad and highly specialised areas of knowledge and skills, building on prior knowledge and skills.
- Initiate, analyse, design, plan, execute and evaluate major functions, both broad and

within highly varied and highly specialised contexts.

- Generate and evaluate complex ideas through the analysis of information and concepts at an abstract level.
- Demonstrate an expert command of wide-ranging, highly specialised, technical, creative or conceptual skills in complex and highly specialised or varied contexts.
- Demonstrate full responsibility and accountability for personal outputs.
- Demonstrate full responsibility and accountability for all aspects of the work or functions of others, including planning, budgeting and strategy.

Qualifications and Packaging Rules

Refer to individual Qualifications for details of Packaging Rules

Qualification Pathways

The following pathways charts are provided to show the types of pathways into and from qualifications that are possible with this Training Package. For more information about qualifications and pathways contact AgriFood Skills Australia or MINTRAC.

	Abattoirs	Smallgoods	Food Services	Meat Retailing
Certificate I		MTM10111 Smallgoods		MTM10211 Meat Retailing
Certificate II	MTM20111 Abattoirs	MTM20211 Smallgoods	MTM20411 Food Services	MTM20311 Meat Retailing
Certificate III	MTM30111 Boning Room	MTM30911 Smallgoods – General	MTM30211 Food Services	MTM30811 Meat Retailing
	MTM30311 Meat Safety	MTM31011 Smallgoods – Manufacture		
	MTM30411 Rendering			
	MTM30511 Slaughtering			
	MTM30611			

	General				
	MSL30109 Laboratory	MSL30109 Laboratory			
Certificate IV	MTM40111 Leadership	MTM40111 Leadership	MTM40111 Leadership	MTM40111 Leadership	MTM40111 Leadership
	MTM40211 Meat Safety				
	MTM40311 Quality Assurance	MTM40311 Quality Assurance			
	MTM40411 General	MTM40411 General	MTM40411 General	MTM40411 General	MTM40411 General
Diploma	MTM50111 Meat Processing	MTM50111 Meat Processing	MTM50111 Meat Processing	MTM50211 Meat Retailing	MTM50211 Meat Retailing
Advanced Diploma	MTM60111 Meat Processing	MTM60111 Meat Processing	MTM60111 Meat Processing	MTM60111 Meat Processing	MTM60111 Meat Processing
Vocational Graduate Certificate	MTM70111 Agribusiness	MTM70111 Agribusiness	MTM70111 Agribusiness	MTM70111 Agribusiness	MTM70111 Agribusiness
Vocational Graduate Diploma	MTM80111 Agribusiness	MTM80111 Agribusiness	MTM80111 Agribusiness	MTM80111 Agribusiness	MTM80111 Agribusiness

Skill Sets

Definition

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need.

Wording on Statements of Attainment

Skill sets are a way of publicly identifying logical groupings of units of competency which meet an identified need or industry outcome. Skill sets are not qualifications.

Where skill sets are identified in a Training Package, the Statement of Attainment can set out the competencies a person has achieved in a way that is consistent and clear for employers and others. This is done by including the wording ‘these competencies meet *[insert skill set title or identified industry area]* need’ on the Statement of Attainment. This wording applies only to skill sets that are formally identified as such in the endorsed Training Package. See the 2010 edition of the AQF Implementation Handbook for advice on wording on Statements of Attainment.

http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf

Skill Sets in this Training Package

This section provides information on Skill Sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

Where this section is blank, nationally recognised Skill Sets have yet to be identified in this industry.

Skill Sets in this Training Package

This section provides information on Skill Sets within this Training Package, with the following important disclaimer: Readers should ensure that they have also read the part of the Training Package that outlines licensing and regulatory requirements.

- Animal Welfare Officer Skills Set
- Basic Meat Industry Skills Set
- Meat Industry Microbiological Testing Skill Set
- Game Harvester Skill Set
- Game Industry Depot Management Skill Set
- Game Pre-dressing Inspection Skill Set.

Target Group

Units		
Pathway		
Suggested words for Statement of Attainment		

Qualification Pathways

Qualification Pathways

	Abattoirs	Smallgoods	Food Services	Meat Retailing
Certificate I		MTM10111 Smallgoods		MTM10211 Meat Retailing
Certificate II	MTM20111 Abattoirs	MTM20211 Smallgoods	MTM20411 Food Services	MTM20311 Meat Retailing
Certificate III	MTM30111 Bonning Room	MTM30911 Smallgoods – General	MTM30211 Food Services	MTM30811 Meat Retailing
	MTM30311 Meat Safety	MTM31011 Smallgoods – Manufacture		
	MTM30411 Rendering			
	MTM30511			

	Slaughtering				
	MTM30611 General				
	MSL30109 Laboratory	MSL30109 Laboratory			
Certificate IV	MTM40111 Leadership	MTM40111 Leadership	MTM40111 Leadership	MTM40111 Leadership	
	MTM40211 Meat Safety				
	MTM40311 Quality Assurance	MTM40311 Quality Assurance			
	MTM40411 General	MTM40411 General	MTM40411 General	MTM40411 General	
Diploma	MTM50111 Meat Processing	MTM50111 Meat Processing	MTM50111 Meat Processing	MTM50211 Meat Retailing	
Advanced Diploma	MTM60111 Meat Processing	MTM60111 Meat Processing	MTM60111 Meat Processing	MTM60111 Meat Processing	
Vocational Graduate Certificate	MTM70111 Agribusiness	MTM70111 Agribusiness	MTM70111 Agribusiness	MTM70111 Agribusiness	
Vocational Graduate Diploma	MTM80111 Agribusiness	MTM80111 Agribusiness	MTM80111 Agribusiness	MTM80111 Agribusiness	

Skill Sets in this Training Package

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- Animal Welfare Officer Skills Set
- Basic Meat Industry Skills Set
- Meat Industry Microbiological Testing Skill Set
- Game Harvester Skill Set
- Game Industry Depot Management Skill Set
- Game Pre-dressing Inspection Skill Set.

List of AQF Qualifications

List of AQF Qualifications

Qualification Code	Title
MTM10111	Certificate I in Meat Processing (Smallgoods)
MTM10211	Certificate I in Meat Processing (Meat Retailing)
MTM20111	Certificate II in Meat Processing (Abattoirs)
MTM20211	Certificate II in Meat Processing (Smallgoods)
MTM20311	Certificate II in Meat Processing (Meat Retailing)
MTM20411	Certificate II in Meat Processing (Food Services)
MTM30111	Certificate III in Meat Processing (Boning Room)
MTM30211	Certificate III in Meat Processing (Food Services)
MTM30311	Certificate III in Meat Processing (Meat Safety)
MTM30411	Certificate III in Meat Processing (Rendering)
MTM30511	Certificate III in Meat Processing (Slaughtering)
MTM30611	Certificate III in Meat Processing (General)
MTM30811	Certificate III in Meat Processing (Retail Butcher)
MTM30911	Certificate III in Meat Processing (Smallgoods - General)
MTM31011	Certificate III in Meat Processing (Smallgoods - Manufacture)
MTM40111	Certificate IV in Meat Processing (Leadership)
MTM40211	Certificate IV in Meat Processing (Meat Safety)
MTM40311	Certificate IV in Meat Processing (Quality Assurance)
MTM40411	Certificate IV in Meat Processing (General)
MTM50111	Diploma of Meat Processing
MTM50211	Diploma of Meat Processing (Meat Retailing)

Qualification Code	Title
MTM60111	Advanced Diploma of Meat Processing
MTM70111	Vocational Graduate Certificate in Agribusiness
MTM80111	Vocational Graduate Diploma of Agribusiness

Whole of Industry Qualification Information

Whole of Industry Qualification Information

Qualifications suitable for VET in Schools

Certificates I and II from MTM11 may be delivered as VET in Schools courses.

The following qualifications can be delivered as VET in Schools courses:

- MTM10111 Certificate I in Meat Processing (Smallgoods)
- MTM10211 Certificate I in Meat Processing (Meat Retailing)
- MTM20111 Certificate II in Meat Processing (Abattoirs)
- MTM20211 Certificate II in Meat Processing (Smallgoods)
- MTM20311 Certificate II in Meat Processing (Meat Retailing)
- MTM20411 Certificate II in Meat Processing (Food Services).

Jobs requiring the use of knives and cutting machinery must be supervised by a person who is competent in the task at all times.

Enrolment into these qualifications is conditional on the following parties collaborating to agree on delivery, assessment and infrastructure arrangements:

- the employer
- the union (AMIEU)
- the school
- the RTO.

List of ALL Units within Training Package

Code	Unit title	Pre-requisite	Volume
MTMBUS701A	Manage financial performance	NIL	II
MTMBUS702A	Provide strategic leadership	NIL	II
MTMBUS703A	Communicate and negotiate in a culturally diverse context	NIL	II
MTMBUS704A	Develop and enhance collaborative partnerships and relationships	NIL	II
MTMBUS705A	Develop and manage international business operations	NIL	II
MTMBUS706A	Commercialise research and technology product/idea	NIL	II
MTMBUS801A	Manage change to organisational electronic technology systems	NIL	II
MTMBUS802A	Undertake research project	NIL	II
MTMBUS803A	Analyse data for business decision making	NIL	II
MTMCOR201A	Maintain personal equipment	NIL	II
MTMCOR202A	Apply hygiene and sanitation practices	NIL	II
MTMCOR203A	Apply Quality Assurance practices	NIL	II
MTMCOR204A	Follow safe work policies and procedures	NIL	II
MTMCOR205A	Communicate in the workplace	NIL	II
MTMCOR206A	Overview the meat industry	NIL	II
MTMCOR401C	Manage own work performance	MTMCOR205A	II
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR203A	II

Code	Unit title	Pre-requisite	Volume
MTMCOR403A	Participate in OH&S risk control process	MTMCOR204A	II
MTMCOR404A	Facilitate hygiene and sanitation performance	MTMCOR202A	II
MTMG300A	Overview wild game meat industry	NIL	II
MTMG301A	Operate a game harvesting vehicle	NIL	II
MTMG302A	Eviscerate, inspect and tag wild game carcass in the field	MTMPSR203A	II
MTMG303A	Receive and inspect wild game carcasses from the field	NIL	II
MTMG304A	Receive and inspect wild game carcasses at a processing plant	NIL	II
MTMG305A	Store wild game carcass	NIL	II
MTMG306A	Use firearms to harvest wild game	NIL	II
MTMP2002C	Prepare animals for slaughter	NIL	II
MTMP2004B	Feed race	NIL	II
MTMP2005B	Restrain animal	NIL	II
MTMP2006B	Apply animal welfare and handling requirements	NIL	II
MTMP2007B	Perform emergency kill	NIL	II
MTMP2008A	Assess, purchase and transport calves	NIL	II
MTMP2009B	Unload livestock	NIL	II
MTMP2011C	Identify animals using electronic systems	NIL	II
MTMP2012C	Shackle animal	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP2013 C	Operate electrical stimulator	NIL	II
MTMP2014 C	Remove head	MTMPSR20 3A	II
MTMP2015 C	Cut hocks	MTMPSR20 3A	II
MTMP2016 C	Mark brisket	MTMPSR20 3A	II
MTMP2018 C	Complete changeover operation	NIL	II
MTMP2020 C	Trim pig pre-evisceration	MTMPSR20 3A	II
MTMP2021 C	Number carcass and head	NIL	II
MTMP2022 C	Punch pelts	NIL	II
MTMP2023 C	Remove brisket wool	MTMPSR20 3A	II
MTMP2024 C	Prepare hide/pelt for removal	NIL	II
MTMP2025 B	Bag tail	MTMPSR20 3A	II
MTMP2026 B	Remove and record tag	NIL	II
MTMP2027 B	Seal/drain urinary tract	NIL	II
MTMP2028 B	Singe carcass	NIL	II
MTMP2029 B	Shave carcass	MTMPSR20 3A	II
MTMP2030 B	Flush carcass	NIL	II
MTMP2031 C	Operate scalding/de-hairing equipment	NIL	II
MTMP2032 C	Operate whizzard knife	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP2033 C	Operate rise and fall platform	NIL	II
MTMP2034 C	Operate vacuum blood collection process	NIL	II
MTMP2035 C	Operate nose roller	NIL	II
MTMP2036 C	Operate pneumatic cutter	NIL	II
MTMP2037 C	Operate circular saw	NIL	II
MTMP2038 C	Prepare carcase and equipment for hide/pelt puller	NIL	II
MTMP2039 C	Operate tenderiser	NIL	II
MTMP2040 C	Operate mincer	NIL	II
MTMP2042 C	Operate new technology or process	NIL	II
MTMP2043 C	Operate sterivac equipment	NIL	II
MTMP2044 B	De-rind meat cuts	NIL	II
MTMP2045 B	De-nude meat cuts	NIL	II
MTMP2046 B	Operate rib puller	NIL	II
MTMP2047 B	Operate frenching machine	NIL	II
MTMP2048 B	Operate cubing machine	NIL	II
MTMP2049 B	Cure and corn product in a meat processing plant	NIL	II
MTMP2050 B	Operate head splitter	NIL	II
MTMP2051 C	Trim neck	MTMPSR20 3A	II

Code	Unit title	Pre-requisite	Volume
MTMP2052 C	Trim forequarter to specification	MTMPSR20 3A	II
MTMP2053 C	Trim hindquarter to specification	MTMPSR20 3A	II
MTMP2054 C	Inspect hindquarter and remove contamination	MTMPSR20 3A	II
MTMP2055 C	Inspect forequarter and remove contamination	MTMPSR20 3A	II
MTMP2057 B	Remove spinal cord	MTMPSR20 3A	II
MTMP2058 B	Operate jaw breaker	NIL	II
MTMP2061 C	Grade carcass	NIL	II
MTMP2062 C	Weigh carcass	NIL	II
MTMP2063 C	Operate semi-automatic tagging machine	NIL	II
MTMP2064 C	Measure fat	MTMPSR20 3A	II
MTMP2065 C	Label and stamp carcass	NIL	II
MTMP2066 C	Wash carcass	NIL	II
MTMP2067 B	Operate a decontamination unit	NIL	II
MTMP2068 B	Remove tenderloin	MTMPSR20 3A	II
MTMP2071 C	Inspect meat for defects	NIL	II
MTMP2072 C	Assemble and prepare cartons	NIL	II
MTMP2074 C	Identify cuts and specifications	NIL	II
MTMP2075 C	Pack meat products	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP2081 C	Operate carton sealing machine	NIL	II
MTMP2082 C	Operate carton scales	NIL	II
MTMP2083 C	Operate strapping machine	NIL	II
MTMP2084 C	Operate carton forming machine	NIL	II
MTMP2085 C	Operate automatic CL determination machine	NIL	II
MTMP2086 B	Operate bag forming equipment	NIL	II
MTMP2091 C	Assess dentition	NIL	II
MTMP2092 C	Drop tongue	MTMPSR20 3A	II
MTMP2093 C	Wash head	NIL	II
MTMP2094 C	Bone head	MTMPSR20 3A	II
MTMP2095 C	Remove cheek meat	MTMPSR20 3A	II
MTMP2096 C	Bar head and remove cheek meat	MTMPSR20 3A	II
MTMP2102 C	Process thick skirts	MTMPSR20 3A	II
MTMP2115 C	Process thin skirts	MTMPSR20 3A	II
MTMP2116 B	Process offal	MTMPSR20 3A	II
MTMP2117 B	Process runners	MTMPSR20 3A	II
MTMP2118 B	Overview offal processing	NIL	II
MTMP2121 C	Prepare and trim honeycomb	MTMPSR20 3A	II

Code	Unit title	Pre-requisite	Volume
MTMP2122 C	Recover mountain chain	NIL	II
MTMP2123 C	Further process tripe	NIL	II
MTMP2124 C	Trim processed tripe	MTMPSR20 3A	II
MTMP2125 C	Process small stock tripe	MTMPSR20 3A	II
MTMP2126 C	Process bibles	MTMPSR20 3A	II
MTMP2127 B	Process maws	MTMPSR20 3A	II
MTMP2131 C	Prepare and despatch meat product orders	NIL	II
MTMP2132 C	Loadout meat product	NIL	II
MTMP2133 C	Store carcass product	NIL	II
MTMP2134 C	Store carton product	NIL	II
MTMP2135 C	Locate storage areas and product	NIL	II
MTMP2136 C	Complete re-pack operation	NIL	II
MTMP2137 B	Bag carcass	NIL	II
MTMP2141 C	Overview offal processing on the slaughter floor	NIL	II
MTMP2143 C	Separate offal	MTMPSR20 3A	II
MTMP2144 C	Trim offal fat	MTMPSR20 3A	II
MTMP2145 C	Separate and tie runners	MTMPSR20 3A	II
MTMP2147 C	Recover thin skirts	MTMPSR20 3A	II

Code	Unit title	Pre-requisite	Volume
MTMP2148 B	Remove thick skirts	MTMPSR20 3A	II
MTMP2149 B	Remove flares	NIL	II
MTMP2150 B	Recover offal	MTMPSR20 3A	II
MTMP2151 C	Overview hide/pelt/skin processing	NIL	II
MTMP2152 C	Trim hide or skin	MTMPSR20 3A	II
MTMP2153 C	Salt hide or skin	NIL	II
MTMP2154 C	Grade hide or skin	NIL	II
MTMP2155 C	Despatch hide or skin	NIL	II
MTMP2156 B	Treat hides chemically	NIL	II
MTMP2157 B	Chill/ice hides	NIL	II
MTMP2158 B	Crop pelts	NIL	II
MTMP2161 C	Overview fellmongering operations	NIL	II
MTMP2162 C	Chemically treat skins for fellmongering process	NIL	II
MTMP2163 C	Prepare chemicals for fellmongering process	NIL	II
MTMP2164 C	Operate wool drier and press	NIL	II
MTMP2165 C	Perform sweating operation on fellmongered skins	NIL	II
MTMP2166 C	Perform skin fleshing operation	NIL	II
MTMP2167 C	Skirt and weigh fellmongered wool	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP2168 B	Operate wool puller	NIL	II
MTMP2171 C	Dispose of condemned carcase	NIL	II
MTMP2172 C	Skin condemned carcase	MTMPSR20 3A	II
MTMP2173 C	Eviscerate condemned carcase	MTMPSR20 3A	II
MTMP2175 C	Process paunch	MTMPSR20 3A	II
MTMP2176 C	Process slink by-products	MTMPSR20 3A	II
MTMP2177 C	Process pet meat	MTMPSR20 3A	II
MTMP2178 B	Skin slinks	MTMPSR20 3A	II
MTMP2179 B	Process blood	NIL	II
MTMP2181 C	Overview rendering process	NIL	II
MTMP2182 C	Operate hogger	NIL	II
MTMP2183 C	Operate blow line	NIL	II
MTMP2184 C	Operate meat meal mill	NIL	II
MTMP2185 C	Operate waste recovery systems	NIL	II
MTMP2186 C	Pack and despatch rendered products	NIL	II
MTMP2187 C	Break down and bone carcase for pet meat or rendering	MTMPSR20 3A	II
MTMP2188 C	Operate air filtration system	NIL	II
MTMP2192 B	Clean carcase hanging equipment	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP2193 B	Clean amenities and grounds	NIL	II
MTMP2196 C	Overview cleaning program	NIL	II
MTMP2197 C	Clean after operations - boning room	NIL	II
MTMP2198 C	Clean after operations - slaughter floor	NIL	II
MTMP2201 C	Transport food	NIL	II
MTMP3001 C	Knock and stun animal	NIL	II
MTMP3002 C	Stick and bleed animal	MTMPSR20 3A	II
MTMP3003 A	Handle animals humanely while conducting ante-mortem inspection	NIL	II
MTMP3006 C	Rod weasand	NIL	II
MTMP3007 C	Seal weasand	MTMPSR20 3A	II
MTMP3008 C	Ring bung	MTMPSR20 3A	II
MTMP3009 C	Seal bung	NIL	II
MTMP3010 A	Split carcass	NIL	II
MTMP3011 C	Overview legging operation	NIL	II
MTMP3012 C	Make first leg opening cuts	MTMPSR20 3A MTMP3011 C	II
MTMP3013 C	Make second leg opening cuts	MTMPSR20 3A MTMP3011 C	II
MTMP3014	Perform legging on small stock	MTMPSR20	II

Code	Unit title	Pre-requisite	Volume
C		3A MTMP3011 C	
MTMP3015 A	Bone neck	MTMPSR20 3A	II
MTMP3016 B	Perform 'Y' cut	MTMPSR20 3A	II
MTMP3017 A	Skin head	MTMPSR20 3A	II
MTMP3021 C	Explain opening cuts	MTMPSR20 3A or MTMP3043 B	II
MTMP3022 C	Perform flanking cuts	MTMPSR20 3A	II
MTMP3023 C	Perform brisket cuts	MTMPSR20 3A MTMP3021 C	II
MTMP3024 C	Perform rumping cuts	MTMPSR20 3A MTMP3021 C	II
MTMP3025 C	Perform rosette cuts	MTMPSR20 3A MTMP3021 C	II
MTMP3026 C	Perform midline cuts	MTMPSR20 3A MTMP3021 C	II
MTMP3031 C	Scald and de-hair carcass	MTMPSR20 3A	II
MTMP3032 C	Operate pelt puller	NIL	II
MTMP3033 C	Operate hide puller	MTMPSR20 3A or MTMP3043	II

Code	Unit title	Pre-requisite	Volume
		B	
MTMP3034 C	Remove pelt manually	MTMPSR20 3A	II
MTMP3036 C	Bed dress carcass	MTMPSR20 3A	II
MTMP3037 C	Eviscerate animal carcass	MTMPSR20 3A	II
MTMP3038 C	Operate brisket cutter/saw	NIL	II
MTMP3039 C	Eviscerate game shot carcass	MTMPSR20 3A	II
MTMP3041 C	Backdown pig carcass	MTMPSR20 3A	II
MTMP3042 C	Prepare head for inspection	MTMPSR20 3A	II
MTMP3043 B	Operate air knife	NIL	II
MTMP3044 B	Drop sock and pull shoulder pelt	MTMPSR20 3A	II
MTMP3045 B	Undertake retain rail	MTMPSR20 3A	II
MTMP3046 A	Prepare and present viscera for inspection	MTMPSR20 3A	II
MTMP3052 C	Bone small stock carcass - leg	MTMPSR20 3A	II
MTMP3054 C	Slice and trim leg - small stock	MTMPSR20 3A	II
MTMP3055 C	Bone large stock carcass - forequarter	MTMPSR20 3A	II
MTMP3056 C	Bone large stock carcass - hindquarter	MTMPSR20 3A	II
MTMP3057 C	Slice and trim large stock forequarter	MTMPSR20 3A	II
MTMP3058 C	Slice and trim large stock hindquarter	MTMPSR20 3A	II
MTMP3059	Break carcass using a bandsaw	MTMPR201	II

Code	Unit title	Pre-requisite	Volume
C		C	
MTMP3060 C	Operate leg boning machine	NIL	II
MTMP3061 C	Operate trunk boning machine	MTMPSR20 3A	II
MTMP3062 B	Bone small stock carcass - shoulder	MTMPSR20 3A	II
MTMP3063 B	Bone small stock carcass - middle	MTMPSR20 3A	II
MTMP3064 B	Slice small stock carcass - shoulder	MTMPSR20 3A	II
MTMP3065 B	Slice small stock carcass - middle	MTMPSR20 3A	II
MTMP3066 B	Bone carcass using mechanical aids (large stock)	MTMPSR20 3A	II
MTMP3071 C	Perform ante-mortem inspection and make disposition	MTMP3003 A	II
MTMP3072 C	Perform post-mortem inspection and make disposition	MTMPSR20 3A	II
MTMP3073 B	Implement food safety program	NIL	II
MTMP3074 B	Perform carcass Meat Hygiene Assessment	MTMPSR20 3A	II
MTMP3075 B	Perform process monitoring for Meat Hygiene Assessment	NIL	II
MTMP3076 B	Perform boning room Meat Hygiene Assessment	NIL	II
MTMP3077 B	Perform offal Meat Hygiene Assessment	NIL	II
MTMP3081 C	Operate batch cooker	NIL	II
MTMP3082 C	Operate continuous cooker	NIL	II
MTMP3083 C	Operate press	NIL	II
MTMP3084	Operate wet rendering process	NIL	II

Code	Unit title	Pre-requisite	Volume
C			
MTMP3085 C	Monitor boiler operations	NIL	II
MTMP3086 C	Operate tallow processing plant	NIL	II
MTMP3087 C	Operate blood processing plant	NIL	II
MTMP3088 C	Produce rendered products hygienically	NIL	II
MTMP3089 C	Render edible products	NIL	II
MTMP3090 B	Implement a Quality Assurance program for rendering plant	NIL	II
MTMP3095 B	Grade beef carcasses using Meat Standards Australia standards	NIL	II
MTMP3099 B	Use standard product descriptions - sheep/goats	NIL	II
MTMP3100 B	Use standard product descriptions - beef	NIL	II
MTMP3101 B	Use standard product descriptions - pork	NIL	II
MTMP3102 B	Provide coaching	NIL	II
MTMP3103 B	Provide mentoring	NIL	II
MTMP3104 B	Use standard product descriptions - kangaroos	NIL	II
MTMP3105 A	Follow and implement an established work plan	NIL	II
MTMP3107 B	Perform manual chemical lean testing	NIL	II
MTMP401B	Utilise refrigeration index	NIL	II
MTMP402B	Implement a Meat Hygiene Assessment program	NIL	II
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMP404B	Apply meat science	NIL	II
MTMP405B	Conduct and validate pH/temperature declines to Meat Standards Australia standards	NIL	II
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	NIL	II
MTMP407B	Supervise new recruits	NIL	II
MTMP408A	Inspect transportation container/vehicle	NIL	II
MTMP409A	Maintain abattoir design and construction standards	NIL	II
MTMP410A	Oversee humane handling of animals	NIL	II
MTMP411A	Inspect game meat	NIL	II
MTMP412A	Inspect poultry	NIL	II
MTMP413A	Inspect ratites	NIL	II
MTMPR201C	Prepare and operate bandsaw	NIL	II
MTMPS201C	Clean work area during operations	NIL	II
MTMPS203C	Operate scales and semi-automatic labelling machinery	NIL	II
MTMPS204C	Maintain production records	NIL	II
MTMPS205C	Clean chillers	NIL	II
MTMPS206C	Operate forklift in a specific workplace	NIL	II
MTMPS300A	Assess product in chillers	NIL	II
MTMPS411C	Monitor meat preservation process	NIL	II
MTMPS412C	Monitor and overview the production of processed meats and smallgoods	NIL	II
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A MTMCOR403A	II

Code	Unit title	Pre-requisite	Volume
MTMPS415 A	Conduct an internal audit of a documented program	NIL	II
MTMPS416 A	Conduct statistical analysis of process	NIL	II
MTMPS417 A	Manage/oversee an external audit of the establishment's quality system	NIL	II
MTMPS418 A	Oversee export requirements	NIL	II
MTMPS560 3C	Develop, manage and maintain quality systems	NIL	II
MTMPS560 4C	Manage maintenance systems	NIL	II
MTMPS560 5C	Manage utilities and energy	NIL	II
MTMPS560 7C	Manage and improve meat industry plant operations	NIL	II
MTMPS560 8C	Manage environmental impacts of meat processing operations	NIL	II
MTMPS560 9C	Manage, maintain and continuously improve OH&S plans and systems	NIL	II
MTMPS561 0C	Manage transportation of meat, meat products and meat by-products	NIL	II
MTMPSR20 1C	Vacuum pack product	NIL	II
MTMPSR20 2B	Apply environmentally sustainable work practices	NIL	II
MTMPSR20 3A	Sharpen knives	NIL	II
MTMPSR30 1C	Cure and corn product	NIL	II
MTMPSR40 1C	Coordinate contracts	NIL	II
MTMPSR40 2C	Prepare and evaluate resource proposals	NIL	II
MTMPSR40 3C	Facilitate achievement of enterprise environmental policies and goals	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMPSR404C	Foster a learning culture in a meat enterprise	NIL	II
MTMPSR405C	Build productive and effective workplace relationships	NIL	II
MTMPSR406C	Manage and maintain a food safety plan	NIL	II
MTMPSR407A	Assess and evaluate meat industry requirements and processes	NIL	II
MTMPSR408A	Specify beef product using AUS-MEAT language	NIL	II
MTMPSR409A	Specify sheep product using AUS-MEAT language	NIL	II
MTMPSR410A	Specify pork product using AUS-MEAT language	NIL	II
MTMPSR411A	Lead communication in the workplace	NIL	II
MTMPSR412A	Participate in product recall	NIL	II
MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system	NIL	II
MTMPSR414A	Establish sampling program	NIL	II
MTMPSR5601C	Design and manage the food safety system	NIL	II
MTMPSR5604C	Manage new product/process development	NIL	II
MTMPSR601A	Benchmark to manage/improve enterprise performance	NIL	II
MTMPSR602A	Monitor and manage organisational legal responsibilities	NIL	II
MTMPSR603A	Manage meat processing systems to maintain and improve product quality	NIL	II
MTMPSR604A	Manage effective operation of meat enterprise cold chain and refrigeration systems	NIL	II
MTMPSR60	Assess and purchase livestock	NIL	II

Code	Unit title	Pre-requisite	Volume
6A			
MTMPSR60 7A	Analyse and develop enterprise systems for new opportunities	NIL	II
MTMPSR60 8A	Establish new markets	NIL	II
MTMR101C	Identify species and meat cuts	NIL	II
MTMR102C	Trim meat for further processing	MTMPSR20 3A	II
MTMR103C	Store meat product	NIL	II
MTMR104C	Prepare minced meat and minced meat products	MTMPSR20 3A	II
MTMR106C	Provide service to customers	NIL	II
MTMR107C	Process sales transactions	NIL	II
MTMR108B	Undertake minor routine maintenance	NIL	II
MTMR109B	Monitor meat temperature from receipt to sale	NIL	II
MTMR201C	Break and cut product using a bandsaw	MTMPSR201 C	II
MTMR202C	Provide advice on cooking and storage of meat products	MTMR106C	II
MTMR203C	Select, weigh and package meat for sale	NIL	II
MTMR204C	Package product using manual packing and labelling equipment	NIL	II
MTMR207B	Use basic methods of meat cookery	MTMPSR20 3A	II
MTMR208B	Vacuum pack product in a retail operation	NIL	II
MTMR209B	Undertake routine preventative maintenance	NIL	II
MTMR210B	Make and sell sausages	NIL	II
MTMR211B	Produce and sell value-added products	MTMPSR20 3A	II
MTMR212B	Receive meat product	NIL	II
MTMR301C	Prepare specialised cuts	MTMPSR20 3A	II
MTMR302C	Assess carcass/product quality	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMR303C	Calculate yield of carcass or product	NIL	II
MTMR304C	Manage stock	NIL	II
MTMR305C	Meet customer needs	MTMR106C	II
MTMR306C	Provide advice on nutritional role of meat	NIL	II
MTMR307C	Merchandise products and services	NIL	II
MTMR308C	Prepare and produce value-added products	NIL	II
MTMR309C	Prepare, roll, sew and net meat	NIL	II
MTMR310C	Bone and fillet poultry	MTMPSR203A	II
MTMR311C	Cost and price meat products	NIL	II
MTMR312C	Prepare portion control to specifications	MTMPSR203A	II
MTMR313C	Bone game meat	MTMPSR203A	II
MTMR314B	Order stock in a meat enterprise	NIL	II
MTMR315B	Calculate and present statistical data in a meat enterprise	NIL	II
MTMR316B	Utilise the Meat Standards Australia system for beef to meet customer requirements	MTMPSR203A	II
MTMR317B	Cure, corn and sell product	NIL	II
MTMR318B	Assess and sell poultry product	NIL	II
MTMR319B	Break carcasses for retail sale	MTMPSR203A MTMR320B	II
MTMR320B	Locate, identify and assess cuts	NIL	II
MTMR321A	Assess and address customer preferences	NIL	II
MTMR322A	Collect and prepare standard samples	NIL	II
MTMR501A	Develop and assess a meat retailing business opportunity	NIL	II
MTMS101C	Handle materials and products	NIL	II
MTMS102C	Pack smallgoods product	NIL	II
MTMS205C	Package product using thermoform process	NIL	II
MTMS206C	Package product using gas flushing process	NIL	II

Code	Unit title	Pre-requisite	Volume
MTMS207C	Operate bar and coder systems	NIL	II
MTMS208C	Operate metal detection unit	NIL	II
MTMS210B	Select/identify and prepare casings	NIL	II
MTMS211B	Manually shape and form product	NIL	II
MTMS212B	Manually link and tie product	MTMPSR203A	II
MTMS213B	Slice product using simple machinery	NIL	II
MTMS214B	Rotate stored meat	NIL	II
MTMS215B	Rotate meat product	NIL	II
MTMS216B	Inspect carton meat	NIL	II
MTMS217A	Prepare dry ingredients	NIL	II
MTMS218B	Measure and calculate routine workplace data	NIL	II
MTMS300B	Operate mixer/blender unit	NIL	II
MTMS301B	Cook, steam and cool product	NIL	II
MTMS302B	Prepare dried meat	NIL	II
MTMS303B	Fill casings	NIL	II
MTMS304B	Thaw product - water	NIL	II
MTMS305B	Thaw product - air	NIL	II
MTMS306B	Identify and repair equipment faults	NIL	II
MTMS307A	Sort meat	NIL	II
MTMS308A	Batch meat	NIL	II
MTMS309B	Operate product forming machinery	NIL	II
MTMS310B	Operate link and tie machinery	NIL	II
MTMS311B	Operate complex slicing and packaging machinery	NIL	II
MTMS312A	Prepare meat-based pates and terrines for commercial sale	NIL	II
MTMS313A	Prepare product formulations	NIL	II
MTMS314A	Ferment and mature product	NIL	II
MTMS315A	Blend meat product	NIL	II
MTMSR201	Prepare and slice meat cuts	MTMPSR20	II

Code	Unit title	Pre-requisite	Volume
C		3A	
MTMSR202 C	Trim meat to specifications	MTMPSR20 3A	II
MTMSR203 C	Package product using automatic packing and labelling equipment	NIL	II
MTMSR204 C	Despatch meat product	NIL	II
MTMSR301 C	Break carcase into primal cuts	MTMPSR20 3A	II
MTMSR302 C	Prepare primal cuts	MTMPSR20 3A	II
MTMSR303 A	Smoke product	NIL	II

Imported Units of Competency

Imported Units of Competency in MTM11 Australian Meat Industry Training Package

Code	Title	Origin	Volume
AHC BIO302A	Identify and report unusual disease or plant pest signs	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
AHCLSK204A	Carry out regular livestock observation	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
AHCLSK207A	Load and unload livestock	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
AHCLSK212A	Ride horses to carry out stock work	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
AHCLSK324A	Care for and train working dogs	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
AHCMOM202A	Operate tractors	AHC10 Agriculture, Horticulture	III

Code	Title	Origin	Volume
		and Conservation and Land Management Training Package	
AHCMOM212A	Operate quad bikes	AHC10 Agriculture, Horticulture and Conservation and Land Management Training Package	III
BSBCOM501B	Identify and interpret compliance requirements	BSB07 Business Services Training Package	III
BSBCOM601B	Research compliance requirements and issues	BSB07 Business Services Training Package	III
BSBCUS402A	Address customer needs	BSB07 Business Services Training Package	III
BSBDES701A	Research and apply design theory	BSB07 Business Services Training Package	III
BSBDIV601A	Develop and implement diversity policy	BSB07 Business Services Training Package	III
BSBFIM501A	Manage budgets and financial plans	BSB07 Business Services Training Package	III
BSBFIM601A	Manage finances	BSB07 Business Services Training Package	III
BSBFLM312C	Contribute to team effectiveness	BSB07 Business Services Training Package	III
BSBHRM402A	Recruit, select and induct staff	BSB07 Business Services Training Package	III
BSBINM302A	Utilise a knowledge management system	BSB07 Business Services Training Package	III
BSBINM401A	Implement workplace information system	BSB07 Business Services Training Package	III
BSBINN301A	Promote innovation in a team environment	BSB07 Business Services Training Package	III
BSBINN801A	Lead innovative thinking and practice	BSB07 Business Services Training Package	III
BSBITU101A	Operate a personal computer	BSB07 Business Services Training Package	III
BSBLED401A	Develop teams and individuals	BSB07 Business Services Training Package	III
BSBMGT402A	Implement operational plan	BSB07 Business Services Training Package	III

Code	Title	Origin	Volume
BSBMGT403A	Implement continuous improvement	BSB07 Business Services Training Package	III
BSBMGT605B	Provide leadership across the organisation.	BSB07 Business Services Training Package	III
BSBMGT617A	Develop and implement a business plan	BSB07 Business Services Training Package	III
BSBMKG414B	Undertake marketing activities	BSB07 Business Services Training Package	III
BSBMKG502B	Establish and adjust the marketing mix	BSB07 Business Services Training Package	III
BSBRES801A	Initiate and lead applied research	BSB07 Business Services Training Package	III
BSBRKG404A	Monitor and maintain records in an online environment	BSB07 Business Services Training Package	III
BSBWOR402A	Promote team effectiveness	BSB07 Business Services Training Package	III
FDFAU4001A	Assess compliance with food safety programs	FDF10 Food Processing Training Package	III
FDFAU4002A	Communicate and negotiate to conduct food safety audits	FDF10 Food Processing Training Package	III
FDFAU4003A	Conduct food safety audits	FDF10 Food Processing Training Package	III
FDFAU4004A	Identify, evaluate and control food safety hazards	FDF10 Food Processing Training Package	III
FDFOP2007A	Work in a freezer storage area	FDF10 Food Processing Training Package	III
FDFOP2010A	Work with temperature controlled stock	FDF10 Food Processing Training Package	III
FDFOP2061A	Use numerical applications in the workplace	FDF10 Food Processing Training Package	III
FDFOP3002A	Set up a production or packaging line for operation	FDF10 Food Processing Training Package	III
HLTFA301B	Apply first aid	HLT07 Health Training Package	III
MSACMG701A	Prepare for and implement change	MSA07 Manufacturing Training Package	III
MSACMG706A	Build relationships between teams in a manufacturing	MSA07 Manufacturing Training Package	III

Code	Title	Origin	Volume
	environment		
MSACMG803A	Develop models of future state manufacturing practice	MSA07 Manufacturing Training Package	III
MSL904001A	Perform standard calibrations	MSL09 Laboratory Operations Training Package	III
MSL916005A	Manage complex projects	MSL09 Laboratory Operations Training Package	III
MSL922001A	Record and present data	MSL09 Laboratory Operations Training Package	III
MSL924001A	Process and interpret data	MSL09 Laboratory Operations Training Package	III
MSL925001A	Analyse data and report results	MSL09 Laboratory Operations Training Package	III
MSL933001A	Maintain the laboratory/field workplace fit for purpose	MSL09 Laboratory Operations Training Package	III
MSL933004A	Perform calibration checks on equipment and assist with its maintenance	MSL09 Laboratory Operations Training Package	III
MSL934003A	Maintain and control stocks	MSL09 Laboratory Operations Training Package	III
MSL935002A	Assist in the maintenance of reference materials	MSL09 Laboratory Operations Training Package	III
MSL935003A	Authorise the issue of test results	MSL09 Laboratory Operations Training Package	III
MSL952002A	Handle and transport samples or equipment	MSL09 Laboratory Operations Training Package	III
MSL953001A	Receive and prepare samples for testing	MSL09 Laboratory Operations Training Package	III
MSL954001A	Obtain representative samples in accordance with sampling plan	MSL09 Laboratory Operations Training Package	III
MSL973001A	Perform basic tests	MSL09 Laboratory Operations Training Package	III
MSL973002A	Prepare working solutions	MSL09 Laboratory Operations Training Package	III
MSL973003A	Prepare culture media	MSL09 Laboratory Operations Training Package	III

Code	Title	Origin	Volume
MSL973004A	Perform aseptic techniques	MSL09 Laboratory Operations Training Package	III
MSL974006A	Perform biological procedures	MSL09 Laboratory Operations Training Package	III
MSL973007A	Perform microscopic examination	MSL09 Laboratory Operations Training Package	III
MSL974004A	Perform food tests	MSL09 Laboratory Operations Training Package	III
MSL975001A	Perform microbiological tests	MSL09 Laboratory Operations Training Package	III
NWP208A	Perform basic wastewater tests	NWP07 Water Training Package	III
NWP262A	Monitor and report wastewater treatment processes	NWP07 Water Training Package	III
NWP263A	Operate and maintain wastewater treatment plant and equipment	NWP07 Water Training Package	III
NWP704A	Lead a project development	NWP07 Water Training Package	III
NWP706A	Review and evaluate water and wastewater sustainability objectives	NWP07 Water Training Package	III
NWP707A	Analyse and review water treatment plant technology	NWP07 Water Training Package	III
PRMCL35B	Maintain a cleaning storage area	PRM04 Asset Maintenance Training Package	III
PRMCL38A	Clean a food handling area	PRM04 Asset Maintenance Training Package	III
PSPHR616A	Manage performance management system	PSP04 Public Sector Training Package	III
PSPREG412A	Gather and manage evidence	PSP04 Public Sector Training Package	III
SIRXCLM002A	Manage store facilities	SIR07 Retail Services Training Package	III
SIRXFIN001A	Balance point-of-sale terminal	SIR07 Retail Services Training Package	III
SIRXFIN004A	Manage financial resources	SIR07 Retail Services Training Package	III

Code	Title	Origin	Volume
SIRXINV004A	Buy merchandise	SIR07 Retail Services Training Package	III
SIRXINV005A	Control inventory	SIR07 Retail Services Training Package	III
SIRXMER002A	Coordinate merchandise presentation	SIR07 Retail Services Training Package	III
SIRXMGT005A	Set strategic plans	SIR07 Retail Services Training Package	III
SIRXMGT006A	Initiate and implement change	SIR07 Retail Services Training Package	III
SIRXSLS001A	Sell products and services	SIR07 Retail Services Training Package	III
TAEDEL301A	Provide work skill instruction	TAE10 Training and Education Training Package	III
TAEASS401A	Plan assessment activities and processes	TAE10 Training and Education Training Package	III
TAEASS402A	Assess competence	TAE10 Training and Education Training Package	III
TLIA2009A	Complete and check import/export documentation	TLI10 Transport and Logistics Training Package	III
TLID2013A	Move materials mechanically using automated equipment	TLI10 Transport and Logistics Training Package	III
TLID3020A	Care for livestock in transit	TLI10 Transport and Logistics Training Package	III

Assessment Guidelines Overview

Introduction

These Assessment Guidelines provide the endorsed framework for assessment of units of competency in this Training Package. They are designed to ensure that assessment is consistent with the *Australian Quality Training Framework (AQTF) Essential Standards for Initial and Continuing Registration*. Assessments against the units of competency in this Training Package must be carried out in accordance with these Assessment Guidelines.

Assessment System Overview

This section provides an overview of the requirements for assessment when using this Training Package, including a summary of the AQTF requirements; licensing and registration requirements; and assessment pathways.

Quality assessment underpins the credibility of the vocational education and training sector. The Assessment Guidelines of a Training Package are an important tool in supporting quality assessment.

Assessment within the National Skills Framework is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Assessment must be carried out in accordance with the:

- benchmarks for assessment
- specific industry requirements
- principles of assessment
- rules of evidence
- assessment requirements set out in the AQTF

Benchmarks for Assessment

The endorsed units of competency in this Training Package are the benchmarks for assessment. As such, they provide the basis for nationally recognised Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by Registered Training Organisations (RTOs).

Principles of Assessment

All assessments carried out by RTOs are required to demonstrate compliance with the principles of assessment:

- validity
- reliability
- flexibility
- fairness
- sufficiency

These principles must be addressed in the:

- design, establishment and management of the assessment system for this Training Package
- development of assessment tools, and
- the conduct of assessment.

Validity

Assessment is valid when the process is sound and assesses what it claims to assess. Validity requires that:

- (a) assessment against the units of competency must cover the broad range of skills and knowledge that are essential to competent performance
- (b) assessment of knowledge and skills must be integrated with their practical application
- (c) judgement of competence must be based on sufficient evidence (that is, evidence gathered on a number of occasions and in a range of contexts using different assessment methods). The specific evidence requirements of each unit of competency provide advice on sufficiency

Reliability

Reliability refers to the degree to which evidence presented for assessment is consistently interpreted and results in consistent assessment outcomes. Reliability requires the assessor to have the required competencies in assessment and relevant vocational competencies (or to assess in conjunction with someone who has the vocational competencies). It can only be achieved when assessors share a common interpretation of the assessment requirements of the unit(s) being assessed.

Flexibility

To be flexible, assessment should reflect the candidate's needs; provide for recognition of competencies no matter how, where or when they have been acquired; draw on a range of methods appropriate to the context, competency and the candidate; and support continuous competency development.

Fairness

Fairness in assessment requires consideration of the individual candidate's needs and characteristics, and any reasonable adjustments that need to be applied to take account of them. It requires clear communication between the assessor and the candidate to ensure that the candidate is fully informed about, understands and is able to participate in, the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be reassessed if necessary.

Sufficiency

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough *appropriate* evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency. Sufficiency is also one of the rules of evidence.

Rules of Evidence

The rules of evidence guide the collection of evidence that address the principles of validity and reliability, guiding the collection of evidence to ensure that it is valid, sufficient, current and authentic.

Valid

Valid evidence must relate directly to the requirements of the unit of competency. In ensuring evidence is valid, assessors must ensure that the evidence collected supports demonstration of the outcomes and performance requirements of the unit of competency together with the knowledge and skills necessary for competent performance. Valid evidence must encapsulate the breadth and depth of the unit of competency, which will necessitate using a number of different assessment methods.

Sufficient

Sufficiency relates to the quality and quantity of evidence assessed. It requires collection of enough appropriate evidence to ensure that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly. Supplementary sources of evidence may be necessary. The specific evidence requirements of each unit of competency provide advice on sufficiency.

Current

In assessment, currency relates to the age of the evidence presented by a candidate to demonstrate that they are still competent. Competency requires demonstration of current performance, so the evidence collected must be from either the present or the very recent past.

Authentic

To accept evidence as authentic, an assessor must be assured that the evidence presented for assessment is the candidate's own work.

Assessment Requirements of the Australian Quality Training Framework

Assessment leading to nationally recognised AQF qualifications and Statements of Attainment in the vocational education and training sector must meet the requirements of the AQTF as expressed in the AQTF 2010 *Essential Standards for Registration*.

The AQTF 2010 *Essential Standards for Initial and Continuing Registration* can be downloaded from <www.training.com.au>.

The following points summarise the assessment requirements.

Registration of Training Organisations

Assessment must be conducted by, or on behalf of, an RTO formally registered by a State or Territory Registering Body in accordance with the AQTF. The RTO must have the specific units of competency and/or AQF qualifications on its scope of registration.

Quality Training and Assessment

Each RTO must provide quality training and assessment across all its operations. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*, Standard 1.

Assessor Competency Requirements

Each person involved in training and assessment must be competent for the functions they perform. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*, Standard 1 for assessor (and trainer) competency requirements. See also the AQTF 2010 *Users' Guide to the Essential Standards for Registration – Appendix 2*.

Assessment Requirements

The RTOs assessments, including RPL, must meet the requirements of the relevant endorsed Training Package. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Assessment Strategies

Each RTO must have strategies for training and assessment that meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

National Recognition

Each RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Access and Equity and Client Outcomes

Each RTO must adhere to the principles of access and equity and maximise outcomes for its clients. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Monitoring Assessments

Training and/or assessment provided on behalf of the RTO must be monitored to ensure that it is in accordance with all aspects of the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Recording Assessment Outcomes

Each RTO must manage records to ensure their accuracy and integrity. See the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

Issuing AQF qualifications and Statement of Attainment

Each RTO must issue AQF qualifications and Statements of Attainment that meet the requirements of the current *AQF Implementation Handbook* and the endorsed Training Packages within the scope of its registration. An AQF qualification is issued once the full requirements for a qualification, as specified in the nationally endorsed Training Package are met. A Statement of Attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s). See the AQTF and the edition of the *AQF Implementation Handbook*—available on the AQF Council website <www.aqf.edu.au>

Licensing/Registration Requirements

This section provides information on licensing/registration requirements for this Training Package, with the following important disclaimer.

Licensing and registration requirements that apply to specific industries, and vocational education and training, vary between each State and Territory, and can regularly change. The developers of this Training Package consider that the licensing/registration requirements described in this section apply to RTOs, assessors or candidates with respect to this Training Package. While reasonable care has been taken in its preparation, the developers of this Training Package and the Department cannot guarantee that the list is definitive or accurate at the time of reading; the information in this section is provided in good faith on that basis. Contact the relevant State or Territory Department(s) to check if the licensing/registration requirements described below still apply, and to check if there are any others with which you must comply. For further information contact mintrac@mintrac.com.au

Separate licensing arrangements are required for the following units within MTM11 Australian Meat Industry Training Package:

- MTMPS206B *Operate forklift in a specific workplace*. Candidates undertaking this unit are required to hold a current forklift licence prior to commencement of this unit.
- MTMP2007A *Perform emergency kill*. Candidates undertaking this unit are required to hold a current firearms licence prior to commencement of this unit, if a firearm is to be used to undertake the emergency kill.
- MTMPSR408A *Specify beef product using AUS-MEAT language*,
- MTMPSR409A *Specify sheep product using AUS-MEAT language*,
- MTMPSR410A *Specify pork product using AUS-MEAT language*. Separate certification through AUS-MEAT is required.

Contact the relevant State or Territory Department(s) to check if the licensing/registration requirements described below still apply, and to check if there are any others with which you must comply. For further information contact

Requirements for Assessors

In order to conduct assessment for statutory licensing or other industry registration requirements, assessors must meet the requirements outlined in the following chart, in addition to the AQTF requirements.

LICENCE/REGISTRATION	JURISDICTION	REQUIREMENTS

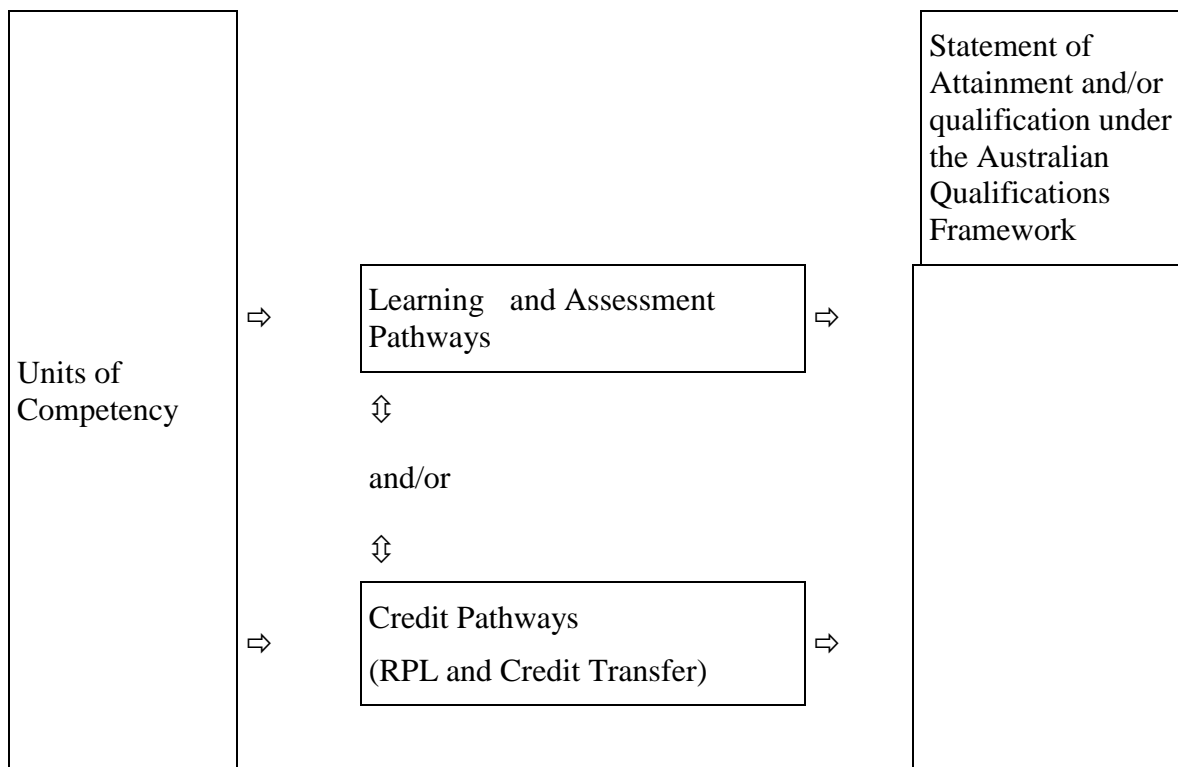
These requirements may be met through

Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, or a recognition pathway, or a combination of the two as illustrated in the following diagram.



Each of these assessment pathways leads to full recognition of competencies held – the critical issue is that the candidate is competent, not how the competency was acquired. Assessment, by any pathway, must comply with the assessment requirements set out in the Assessment Guidelines of the Training Package, the AQTF and, where relevant, the Australian Qualifications Framework.

Learning and Assessment Pathways

Usually, learning and assessment are integrated, with evidence being collected and feedback provided to the candidate at anytime throughout the learning and assessment process. Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be: group-based, work-based, project-based, self-paced, action learning-based; conducted by distance or e-learning; and/or involve practice and experience in the workplace.

Learning and assessment pathways to suit Australian Apprenticeships have a mix of formal structured training and structured workplace experience with formative assessment activities through which candidates can acquire and demonstrate skills and knowledge from the relevant units of competency.

Credit Pathways

Credit is the value assigned for the recognition of equivalence in content between different types of learning and/or qualifications which reduces the volume of learning required to achieve a qualification.

Credit arrangements must be offered by all RTOs that offer Training Package qualifications. Each RTO must have a systematic institutional approach with clear, accessible and transparent policies and procedures.

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were acquired, provided that the learning is relevant to the unit of competency outcomes.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process which determines the credit outcomes of an individual application for credit.

The availability of Recognition of Prior Learning (RPL) provides all potential learners with access to credit opportunities.

The recognition of prior learning pathway is appropriate for candidates who have previously attained skills and knowledge and who, when enrolling in qualifications, seek to shorten the duration of their training and either continue or commence working. This may include the following groups of people:

- existing workers;
- individuals with overseas qualifications;
- recent migrants with established work histories;

- people returning to the workplace; and
- people with disabilities or injuries requiring a change in career.
-

As with all assessment, RPL assessment should be undertaken by academic or teaching staff with expertise in the subject, content of skills area, as well as knowledge of and expertise in RPL assessment policies and procedures.

Assessment methods used for RPL should provide a range of ways for individuals to demonstrate that they have met the required outcomes and can be granted credit. These might include:

- questioning (oral or written)
- consideration of a portfolio and review of contents
- consideration of third party reports and/or other documentation such as documentation such as articles, reports, project material, papers, testimonials or other products prepared by the RPL applicant that relate to the learning outcomes of the relevant qualification component
- mapping of learning outcomes from prior formal or non-formal learning to the relevant qualification components
- observation of performance, and
- participation in structured assessment activities the individual would normally be required to undertake if they were enrolled in the qualification component/s.

In a Recognition of Prior Learning (RPL) pathway, the candidate provides current, quality evidence of their competency against the relevant unit of competency. This process may be directed by the candidate and verified by the assessor. Where the outcomes of this process indicate that the candidate is competent, structured training is not required. The RPL requirements of the AQTF must be met.

As with all assessment, the assessor must be confident that the evidence indicates that the candidate is currently competent against the endorsed unit of competency. This evidence may take a variety of forms and might include certification, references from past employers, testimonials from clients, work samples and/or observation of the candidate. The onus is on candidates to provide sufficient evidence to satisfy assessors that they currently hold the relevant competencies. In judging evidence, the assessor must ensure that the evidence of prior learning is:

- authentic (the candidate's own work);
- valid (directly related to the current version of the relevant endorsed unit of competency);
- reliable (shows that the candidate consistently meets the endorsed unit of competency);
- current (reflects the candidate's current capacity to perform the aspect of the work covered by the endorsed unit of competency); and
- sufficient (covers the full range of elements in the relevant unit of competency and addresses the four dimensions of competency, namely task skills, task management skills, contingency management skills, and job/role environment skills).

Credit Transfer

Credit transfer is a process which provides learners with agreed and consistent credit outcomes based on equivalences in content between matched qualifications.

This process involves education institutions:

- mapping, comparing and evaluating the extent to which the defined *learning outcomes and assessment requirements* of the individual *components of one qualification* are equivalent to the learning outcomes and assessment requirements of the individual components of another qualification
- making an educational judgment of the credit outcomes to be assigned between the matched components of the two qualifications
- setting out the agreed credit outcomes in a documented arrangement or agreement, and
- publicising the arrangement/agreement and credit available.

Combination of Pathways

Credit may be awarded on the basis of a combination of credit transfer plus an individual RPL assessment for additional learning. Once credit has been awarded on the basis of RPL, subsequent credit transfer based on these learning outcomes should not include revisiting the RPL assessment but should be based on credit transfer or articulation or other arrangements between providers.

Where candidates for assessment have gained competencies through work and life experience and gaps in their competence are identified, or where they require training in new areas, a combination of pathways may be appropriate.

In such situations, the candidate may undertake an initial assessment to determine their current competency. Once current competency is identified, a structured learning and assessment program ensures that the candidate acquires the required additional competencies identified as gaps.

Assessor Requirements

This section identifies the specific requirements on the vocational competence and experience for assessors, to ensure that they meet the needs of industry and their obligations under AQTF, and clarifies how others may contribute to the assessment process where one person alone does not hold all the required competencies.

Assessor Competencies

The AQTF specifies mandatory competency requirements for assessors. For information, Element 1.4 from the AQTF 2007 *Essential Standards for Registration* follows:

- 1.4 Training and assessment are conducted by trainers and assessors who:
- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and
 - b) have the relevant vocational competencies at least to the level being delivered or assessed, and
 - c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
 - d) continue to develop their Vocational Education and Training (VET) knowledge and

skills as well as their industry currency and trainer/assessor competence.

* See AQTF 2010 *Users' Guide to the Essential Standards for Registration* – Appendix 2

Designing Assessment Tools

This section provides an overview on the use and development of assessment tools.

Use of Assessment Tools

Assessment tools provide a means of collecting the evidence that assessors use in making judgements about whether candidates have achieved competency.

There is no set format or process for the design, production or development of assessment tools. Assessors may use prepared assessment tools, such as those specifically developed to support this Training Package, or they may develop their own.

Using Prepared Assessment Tools

If using prepared assessment tools, assessors should ensure these relate to the current version of the relevant unit of competency. The current unit of competency can be checked on the National Register <www.ntis.gov.au>.

Developing Assessment Tools

When developing their own assessment tools, assessors must ensure that the tools:

- are benchmarked against the relevant unit or units of competency;
- are reviewed as part of the validation of assessment strategies required under the AQTF; and
- meet the assessment requirements expressed in the AQTF 2010 *Essential Standards for Initial and Continuing Registration*.

A key reference for assessors developing assessment tools is TAE10 Training and Education Training Package.

Language, Literacy and Numeracy

The design of assessment tools must reflect the language, literacy and numeracy competencies required for the performance of a task in the workplace and not exceed these expectations.

Conducting Assessment

This section details the mandatory assessment requirements and provides information on equity in assessment including reasonable adjustment.

Mandatory Assessment Requirements

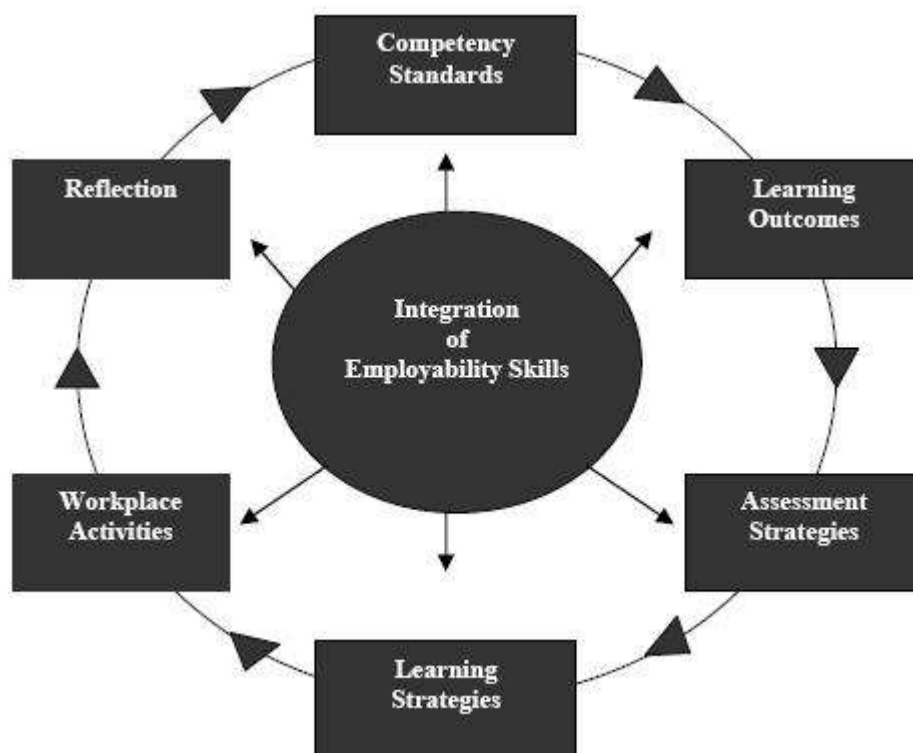
Assessments must meet the criteria set out in the AQTF 2010 *Essential Standards for Initial and Continuing Registration*. For information, the mandatory assessment requirements from Standard 1 from the AQTF 2010 *Essential Standards for Initial and Continuing Registration* are as follows:

1.5 Assessment, including Recognition of Prior Learning (RPL):

- a) meets the requirements of the relevant Training Package or accredited course
- b) is conducted in accordance with the principles of assessment and the rules of evidence
- c) meets workplace and, where relevant, regulatory requirements
- d) is systematically validated.

Assessment of Employability Skills

Employability Skills are integral to workplace competency. As such, they must be considered in the design, customisation, delivery and assessment of vocational education and training programs in an integrated and holistic way, as represented diagrammatically below.



Employability Skills are embedded within each unit of competency, and an Employability Skills Summary is available for each qualification. Training providers must use Employability Skills information in order to design valid and reliable training and assessment strategies. This analysis could include:

- reviewing units of competency to locate relevant Employability Skills and determine how they are applied within the unit
- analysing the Employability Skills Summary for the qualification in which the unit or units are packaged to help clarify relevant industry and workplace contexts and the application of Employability Skills at that qualification outcome
- designing training and assessment to address Employability Skills requirements.

The National Quality Council has endorsed a model for assessing and reporting Employability Skills, which contains further suggestions about good practice strategies in teaching, assessing, learning and reporting Employability Skills. The model is available from <http://www.training.com.au/>.

The endorsed approach includes learners downloading qualification specific Employability Skills Summaries for Training Package qualifications from an online repository at <http://employabilityskills.training.com.au>

For more information on Employability Skills in

AgriFood Skills Australia Training Packages go to the AgriFood Skills Australia website at www.agrifoodskills.net.au.

Employability Skills are reported on each qualification using the following statement on the qualification testamur: "A summary of the Employability Skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au> "

Access and Equity

An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package: training and assessment must be bias-free.

Under the rules for their development, Training Packages must reflect and cater for the increasing diversity of Australia's VET clients and Australia's current and future workforce. The flexibilities offered by Training Packages should enhance opportunities and potential outcomes for all people so that we can all benefit from a wider national skills base and a shared contribution to Australia's economic development and social and cultural life.

Reasonable Adjustments

It is important that education providers take meaningful, transparent and reasonable steps to consult, consider and implement reasonable adjustments for students with disability.

Under the Disability Standards for Education 2005, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While 'reasonable adjustment' and 'unjustifiable hardship' are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances; education providers are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship. The Training Package Guidelines provides more information on reasonable adjustment, including examples of adjustments. Go to <http://www.deewr.gov.au/tpdh/Pages/home.aspx>.

Further Sources of Information

The section provides a listing of useful contacts and resources to assist assessors in planning, designing, conducting and reviewing of assessments against this Training Package.

Contacts

AgriFood Skills Australia

PO Box 5450
Kingston ACT 2604
Phone: (02) 6163 7200
Fax: (02) 6163 7299
Web: <http://www.agrifoodskills.net.au>
Email: info@agrifoodskills.net.au

National Meat Industry Training Advisory Council (MINTRAC)

150 Victoria Road
Drummoyne NSW 2047
Phone: (02) 9819 6699
Fax: (02) 9819 6099
Web: <http://www.mintrac.com.au>
Email: mintrac@mintrac.com.au

Technical and Vocational Education and
Training (TVET) Australia Limited
Level 21, 390 St Kilda Road, Melbourne
VIC 3150
PO Box 12211, A'Beckett Street Post Office,
Melbourne, Victoria, 8006
Ph: +61 3 9832 8100
Fax: +61 3 9832 8198
Email: sales@tvetaustralia.com.au
Web: www.tvetaustralia.com.au

For information on the TAE10 Training and Education Training Package contact:

Innovation & Business Skills Australia

Telephone: (03) 9815 7000

Facsimile: (03) 9815 7001

Email: virtual@ibsa.org.au

Web: www.ibsa.org.au

General Resources

AQF Implementation Handbook, Fourth Edition 2007. Australian Qualifications Framework Advisory Board, 2002 <www.aqf.edu.au>

Australian Quality Training Framework (AQTF) and AQTF 2010 Users' Guide to the Essential Standards for Registration –
<http://www.training.com.au/pages/menuitem5cbe14d51b49dd34b225261017a62dbc.aspx>

For general information and resources go to <http://www.training.com.au/>

The National Register is an electronic database providing comprehensive information about RTOs, Training Packages and accredited courses - <www.ntis.gov.au>

The Training Package Development Handbook site provides National Quality Council policy for the development of Training Packages. The site also provides guidance material for the application of that policy, and other useful information and links.

<http://www.deewr.gov.au/Skills/Overview/Policy/TPDH/Pages/main.aspx>

Assessment Resources

Registered training organisations (RTOs) are at the forefront of vocational education and training (VET) in Australia. They translate the needs of industry into relevant, quality, client-focussed training and assessment.

RTOs should strive for innovation in VET teaching and learning practices and develop highly flexible approaches to assessment which take cognisance of specific needs of learners, in order to improve delivery and outcomes of training.

Resources can be purchased or accessed from:

- TVET Australia – provides an integrated service to enable users of the national training system to identify and acquire training materials, identify copyright requirements and enter licenses for use of that material consistent with the scope and direction of the NQC.

<http://www.productservices.tvetaustralia.com.au/>

Assessment Guidelines

Licensing/Registration Requirements
This section provides information on licensing/registration requirements for this

Training Package, with the following important disclaimer.

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Contact the relevant State or Territory Department(s) to check if the licensing/registration requirements described below still apply, and to check if there are any others with which you must comply. For further information contact mintrac@mintrac.com.au

Separate licensing arrangements are required for the following units within MTM11 Australian Meat Industry Training Package:

- MTMPS206B *Operate forklift in a specific workplace*. Candidates undertaking this unit are required to hold a current forklift licence prior to commencement of this unit.
- MTMP2007A *Perform emergency kill*. Candidates undertaking this unit are required to hold a current firearms licence prior to commencement of this unit, if a firearm is to be used to undertake the emergency kill.
- MTMPSR408A *Specify beef product using AUS-MEAT language*,
- MTMPSR409A *Specify sheep product using AUS-MEAT language*,
- MTMPSR410A *Specify pork product using AUS-MEAT language*. Separate certification through AUS-MEAT is required.

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150 Victoria Road
Drummoyne NSW 2047

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Fax: (02) 9819 6099

Web: <http://www.mintrac.com.au>

Email: mintrac@mintrac.com.au

MTM10111 Certificate I in Meat Processing (Smallgoods)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers commencing entry-level work in smallgoods enterprises. It is appropriate for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- labourers requiring an induction.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior smallgoods skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM20211 Certificate II in Meat Processing (Smallgoods)
- MTM20411 Certificate II in Meat Processing (Food Services).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • using mathematical skills related to areas such as time, weights and portion size
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • showing initiative in identifying problems, such as malfunctioning equipment, and ensuring appropriate steps are taken to notify the problem
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete eight units of competency in total.

- complete all five core units of competency
- complete three elective units of competency.

One elective unit may be selected from any Certificate I or II qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units			
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203A	Apply Quality Assurance practices	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures		
Elective units			
MTMPS201C	Clean work area during operations	FDFOP2061A	Use numerical applications in the workplace
MTMS101C	Handle materials and products	HLTFA301B	Apply first aid
MTMS102C	Pack smallgoods product		

MTM10211 Certificate I in Meat Processing (Meat Retailing)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers commencing work in meat retailing enterprises. It is appropriate for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- butcher shop assistant
- meat department assistant.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior meat retailing skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM20311 Certificate II in Meat Processing (Meat Retailing)
- MTM20411 Certificate II in Meat Processing (Food Services)
- MTM30811 Certificate III in Meat Processing (Retail Butcher), with credit for applicable units already successfully completed.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel and customers • reading and interpreting workplace-related documentation, such as customer orders and recipes • using mathematical skills in areas such as time, weights and portion size and tender
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers and customers from another country
Problem solving	<ul style="list-style-type: none"> • solving problems, such as malfunctioning equipment or OH&S issues individually or assisting other team members
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as customer orders and product specifications • using basic business systems for planning and organising, for example, work instructions or Standard Operating Procedures • managing time and priorities, such as work times and customer order deadlines
Self-management	<ul style="list-style-type: none"> • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of setting, such as through formal training or informally from other workers
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • applying OH&S requirements when using workplace technology, such as knives

Packaging Rules

Packaging Rules

Complete sixteen units of competency in total.

- complete five core units of competency
- complete eleven elective units of competency.

A maximum of two units can be selected from other Certificate I or II qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat retailing and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures	FDFOP2061A	Use numerical applications in the workplace
MTMCOR205A	Communicate in the workplace		
Elective units			
MTMCOR201A	Maintain personal equipment	MTMR107C	Process sales transactions
MTMPSR203A	Sharpen knives	MTMR108B	Undertake minor routine maintenance
MTMR101C	Identify species and meat cuts	MTMR109B	Monitor meat temperature from receipt to sale
MTMR102C	Trim meat for further processing	MTMR203C	Select, weigh and package meat for sale
MTMR103C	Store meat product	HLTFA301B	Apply first aid
MTMR104C	Prepare minced meat and minced meat products	PRMCL38A	Clean a food handling area

MTMR106C	Provide service to customers	
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Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite unit
MTMR102C Trim meat for further processing	MTMPSR203A Sharpen knives
MTMR104C Prepare minced meat and minced meat products	MTMPSR203A Sharpen knives

MTM20111 Certificate II in Meat Processing (Abattoirs)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers commencing work in an abattoir. This qualification is **not suitable** for a pre-vocational or VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- stockyard or lairage labourer
- slaughter floor labourer
- carcase trimmer
- packer
- offal room labourer
- tripe room labourer
- loadout operator
- skin shed labourer
- fellmongerer
- by-products labourer
- meat processing cleaner
- field harvester of wild game
- livestock handler in lairage.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior meat processing skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification, with credit for applicable units already successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM30111 Certificate III in Meat Processing (Boning Room)
- MTM30211 Certificate III in Meat Processing (Food Services)
- MTM30311 Certificate III in Meat Processing (Meat Safety)
- MTM30411 Certificate III in Meat Processing (Rendering)
- MTM30511 Certificate III in Meat Processing (Slaughtering)
- MTM30611 Certificate III in Meat Processing (General)
- MSL30109 Certificate III in Laboratory Skills.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products/specifications or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of three elective units of competency, to a minimum value of twenty points.

Units with a value of up to fifteen points can be selected from a Certificate III in Meat Processing qualification in Slaughtering, Boning Room, Rendering, General or Meat Safety.

A maximum of four units can be selected from other Certificate II level qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
Identifying with the industry					
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A	Follow safe work policies and procedures	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A	Communicate in the workplace	4
MTMCOR203A	Apply Quality Assurance practices	4	MTMCOR206A	Overview the meat industry	2
Elective units					
Handle animals					
MTMP2002C	Prepare animals for slaughter	4	MTMP2008A	Assess, purchase and transport calves	5
MTMP2004B	Feed race	1	MTMP2009B	Unload livestock	1
MTMP2005B	Restrain animal	1	MTMP2011C	Identify animals using electronic systems	2
MTMP2006B	Apply animal welfare and handling requirements*	4	AHCLSK212A	Ride horses to carry out stock work	5
MTMP2007B	Perform emergency kill	2	AHCLSK324A	Care for and train working dogs	3

Prepare the carcase					
MTMP2012C	Shackle animal	2	MTMP2023C	Remove brisket wool	1
MTMP2013C	Operate electrical stimulator	1	MTMP2024C	Prepare hide/pelt for removal	2
MTMP2014C	Remove head	1	MTMP2025B	Bag tail	1
MTMP2015C	Cut hocks	1	MTMP2026B	Remove and record tag	1
MTMP2016C	Mark brisket	1	MTMP2027B	Seal or drain urinary tract	1
MTMP2018C	Complete changeover operation	1	MTMP2028B	Singe carcase	1
MTMP2020C	Trim pig pre-evisceration	4	MTMP2029B	Shave carcase	1
MTMP2021C	Number carcase and head	1	MTMP2030B	Flush carcase	2
MTMP2022C	Punch pelts	2			
Operate mechanical aids					
MTMP2031C	Operate scalding/de-hairing equipment	4	MTMP2043C	Operate sterivac equipment	2
MTMP2032C	Operate whizzard knife	2	MTMP2044B	De-rind meat cuts	2
MTMP2033C	Operate rise and fall platform	1	MTMP2045B	De-nude meat cuts	2
MTMP2034C	Operate vacuum blood collection process	2	MTMP2046B	Operate rib puller	1
MTMP2035C	Operate nose roller	2	MTMP2047B	Operate frenching machine	1
MTMP2036C	Operate pneumatic cutter	1	MTMP2048B	Operate cubing machine	1
MTMP2037C	Operate circular saw	1	MTMP2049B	Cure and corn product in a meat processing plant	2
MTMP2038C	Prepare carcase and	1	MTMP2050B	Operate head splitter	1

	equipment for hide/pelt puller			
MTMP2039C	Operate tenderiser	1	MTMP2058B	Operate jaw breaker 1
MTMP2040C	Operate mincer	2	MTMPR201C	Prepare and operate bandsaw 2
MTMP2042C	Operate new technology or process	2	MTMSR201C	Prepare and slice meat cuts 1
Trim carcase				
MTMPSR203A	Sharpen knives	4	MTMP2054C	Inspect hindquarter and remove contamination 2
MTMP2051C	Trim neck	2	MTMP2055C	Inspect forequarter and remove contamination 2
MTMP2052C	Trim forequarter to specification	2	MTMP2057B	Remove spinal cord 2
MTMP2053C	Trim hindquarter to specification	2		
Despatch carcase from slaughter floor				
MTMP2061C	Grade carcase	8	MTMP2065C	Label and stamp carcase 2
MTMP2062C	Weigh carcase	2	MTMP2066C	Wash carcase 1
MTMP2063C	Operate semi-automatic tagging machine	4	MTMP2067B	Operate a decontamination unit 1
MTMP2064C	Measure fat	2	MTMP2068B	Remove tenderloin 2
Pack meat products				
MTMP2071C	Inspect meat for defects	4	MTMP2075C	Pack meat products 6
MTMP2072C	Assemble and prepare cartons	2	MTMP2082C	Operate carton scales 2
MTMP2074C	Identify cuts and specifications	6		
Operate packaging machinery				
MTMP2081C	Operate carton sealing	2	MTMPS203C	Operate scales and semi-automatic labelling 8

machine			machinery		
MTMP2083C	Operate strapping machine	2	MTMPSR201C	Vacuum pack product	5
MTMP2084C	Operate carton-forming machine	2	MTMS206C	Package product using gas-flushing process	2
MTMP2085C	Operate automatic CL determination machine	2	MTMS208C	Operate metal detection unit	1
MTMP2086B	Operate bag forming equipment	1			
Dress head					
MTMP2091C	Assess dentition	1	MTMP2094C	Bone head	4
MTMP2092C	Drop tongue	1	MTMP2095C	Remove cheek meat	2
MTMP2093C	Wash head	1	MTMP2096C	Bar head and remove cheek meat	2
Process offal					
MTMP2116B	Process offal	6	MTMP2118B	Overview offal processing*	2
MTMP2117B	Process runners	6			
Perform tripe processing operations					
MTMP2121C	Prepare and trim honeycomb	3	MTMP2125C	Process small stock tripe	2
MTMP2122C	Recover mountain chain	3	MTMP2126C	Process bibles	2
MTMP2123C	Further process tripe	3	MTMP2127B	Process maws	2
MTMP2124C	Trim processed tripe	2	MTMP2175C	Process paunch	4
Loadout product					
MTMP2131C	Prepare and despatch meat product orders	8	MTMP2135C	Locate storage areas and product	2
MTMP2132C	Loadout meat product	4	MTMP2136C	Complete re-pack operation	4

MTMP2133C	Store carcase product	2	MTMP2137B	Bag carcase	1
MTMP2134C	Store carton product	2			
Process offal on slaughter floor					
MTMP2102C	Process thick skirts	1	MTMP2145C	Separate and tie runners	1
MTMP2115C	Process thin skirts	1	MTMP2147C	Recover thin skirts	2
MTMP2141C	Overview offal processing on slaughter floor*	2	MTMP2148B	Remove thick skirts	1
MTMP2143C	Separate offal	2	MTMP2149B	Remove flares	1
MTMP2144C	Trim offal fat	1	MTMP2150B	Recover offal	4
Process animal covering					
MTMP2151C	Overview hide/pelt/skin processing*	2	MTMP2155C	Despatch hide or skin	4
MTMP2152C	Trim hide or skin	4	MTMP2156B	Treat hides chemically	2
MTMP2153C	Salt hide or skin	4	MTMP2157B	Chill/ice hides	2
MTMP2154C	Grade hide or skin	6	MTMP2158B	Crop pelts	2
Operate fellmongering process					
MTMP2161C	Overview fellmongering operations*	2	MTMP2165C	Perform sweating operation on fellmongered skins	3
MTMP2162C	Chemically treat skins for fellmongering process	2	MTMP2166C	Perform skin fleshing operation	3
MTMP2163C	Prepare chemicals for fellmongering process	3	MTMP2167C	Skirt and weigh fellmongered wool	2
MTMP2164C	Operate wool drier and press	3	MTMP2168B	Operate wool puller	3
Dispose of condemned carcase					
MTMP2171C	Dispose of condemned carcase*	1	MTMP2173C	Eviscerate condemned carcase	2

MTMP2172C	Skin condemned carcase	4		
Process by-products				
MTMP2176C	Process slink by-products	10	MTMP2178C	Skin slinks 2
MTMP2177C	Process pet meat	4	MTMP2179B	Process blood 2
Render product				
MTMP2181C	Overview rendering process*	2	MTMP2185C	Operate waste recovery systems 3
MTMP2182C	Operate hogger	4	MTMP2186C	Pack and despatch rendered products 4
MTMP2183C	Operate blow line	4	MTMP2187C	Break down and bone carcase for pet meat or rendering 4
MTMP2184C	Operate meat meal mill	4	MTMP2188C	Operate air filtration system 4
Clean work area				
MTMP2192B	Clean carcase hanging equipment	4	MTMPS201C	Clean work area during operations 4
Clean after operations				
MTMP2196C	Overview cleaning program*	2	MTMP2198C	Clean after operations - slaughter floor 4
MTMP2193B	Clean amenities and grounds	2	MTMPS205C	Clean chillers 2
MTMP2197C	Clean after operations - boning room	4	PRMCL35B	Maintain a cleaning storage area 2
Operate vehicle				
MTMP2201C	Transport food	4	AHCMOM212A	Operate quad bikes 2
MTMPS206C	Operate forklift in a specific workplace	6	TLID3020A	Care for livestock in transit 6
AHCMOM202A	Operate tractors	2		

Maintain records					
MTMPS204C	Maintain production records	10			
General					
MTMPSR202A	Apply environmentally sustainable work practices	2	NWP262A	Monitor and report wastewater treatment processes	2
HLTFA301B	Apply first aid	2	NWP263A	Operate and maintain wastewater treatment plant and equipment	8
NWP208A	Perform basic wastewater tests	2			

* Units marked with an asterisk (*) must be undertaken with at least one other unit from the same section.

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units

Unit	Prerequisite
MTMP2014C Remove head	MTMPSR203A Sharpen knives
MTMP2015C Cut hocks	MTMPSR203A Sharpen knives
MTMP2016C Mark brisket	MTMPSR203A Sharpen knives
MTMP2020C Trim pig pre-evisceration	MTMPSR203A Sharpen knives
MTMP2023C Remove brisket wool	MTMPSR203A Sharpen knives
MTMP2025B Bag tail	MTMPSR203A Sharpen knives
MTMP2029B Shave carcass	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMP2051C Trim neck	MTMPSR203A Sharpen knives
MTMP2052C Trim forequarter to	MTMPSR203A Sharpen knives

Unit	Prerequisite
specification	
MTMP2053C Trim hindquarter to specification	MTMPSR203A Sharpen knives
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2057B Remove spinal cord	MTMPSR203A Sharpen knives
MTMP2064C Measure fat	MTMPSR203A Sharpen knives
MTMP2068B Remove tenderloin	MTMPSR203A Sharpen knives
MTMP2092C Drop tongue	MTMPSR203A Sharpen knives
MTMP2094C Bone head	MTMPSR203A Sharpen knives
MTMP2095C Remove cheek meat	MTMPSR203A Sharpen knives
MTMP2096C Bar head and remove cheek meat	MTMPSR203A Sharpen knives
MTMP2116B Process offal	MTMPSR203A Sharpen knives
MTMP2117B Process runners	MTMPSR203A Sharpen knives
MTMP2121C Prepare and trim honeycomb	MTMPSR203A Sharpen knives
MTMP2124C Trim processed tripe	MTMPSR203A Sharpen knives
MTMP2125C Process small stock tripe	MTMPSR203A Sharpen knives
MTMP2126C Process bibles	MTMPSR203A Sharpen knives
MTMP2127B Process maws	MTMPSR203A Sharpen knives
MTMP2175C Process paunch	MTMPSR203A Sharpen knives
MTMP2102C Process thick skirts	MTMPSR203A Sharpen knives
MTMP2115C Process thin skirts	MTMPSR203A Sharpen knives

Unit	Prerequisite
MTMP2143C Separate offal	MTMPSR203A Sharpen knives
MTMP2144C Trim offal fat	MTMPSR203A Sharpen knives
MTMP2145C Separate and tie runners	MTMPSR203A Sharpen knives
MTMP2147C Recover thin skirts	MTMPSR203A Sharpen knives
MTMP2148B Remove thick skirts	MTMPSR203A Sharpen knives
MTMP2150B Recover offal	MTMPSR203A Sharpen knives
MTMP2152C Trim hide or skin	MTMPSR203A Sharpen knives
MTMP2172C Skin condemned carcass	MTMPSR203A Sharpen knives
MTMP2173C Eviscerate condemned carcass	MTMPSR203A Sharpen knives
MTMP2176C Process slink by-products	MTMPSR203A Sharpen knives
MTMP2177C Process pet meat	MTMPSR203A Sharpen knives
MTMP2178B Skin slinks	MTMPSR203A Sharpen knives
MTMP2187C Break down and bone carcass for pet meat or rendering	MTMPSR203A Sharpen knives

MTM20211 Certificate II in Meat Processing (Smallgoods)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers undertaking work in smallgoods establishments. It is not appropriate for use as a pre-vocational qualification or for inclusion as a VET in Schools program unless there is opportunity for a sustained period of work placement in a smallgoods enterprise. A substantial component of this qualification must be assessed on the job.

Job roles

Job role titles covered by this qualification may include:

- smallgoods labourer
- smallgoods operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- direct entry without prior work experience
- after completion of MTM10111 Certificate I in Meat Processing (Smallgoods)
- through Recognition of Prior Learning
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification, with credit for applicable units successfully completed
- MTM30911 Certificate III in Meat Processing (Smallgoods - General)
- MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)
- MTM30211 Certificate III in Meat Processing (Food Services).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • using mathematical skills related to areas such as time, weights and portion size
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • showing independence in identifying problems, such as malfunctioning equipment or OH&S issues
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products or introduction of new equipment • using numeracy skills to solve problems, such as modification of temperature settings
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete sixteen units of competency in total.

- complete all five core units of competency
- complete eleven elective units of competency, made up of:
 - three units of competency from Group A
 - eight units of competency from Group B.

Two elective units may be selected from any Certificate II qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units			
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203A	Apply Quality Assurance practices	MTMCOR206A	Overview the meat industry
MTMCOR204A	Follow safe work policies and procedures		
Elective units			
Group A			
MTMPS201C	Clean work area during operations	FDFOP2061A	Use numerical applications in the workplace
MTMS101C	Handle materials and products	HLTFA301B	Apply first aid
MTMS102C	Pack smallgoods product		
Group B			
MTMPSR203A	Sharpen knives	MTMS212B	Manually link and tie product

MTMPS300A	Assess product in chillers	MTMS213B	Slice product using simple machinery
MTMP2054C	Inspect hindquarter and remove contamination	MTMS214C	Rotate stored meat
MTMP2055C	Inspect forequarter and remove contamination	MTMS215B	Rotate meat product
MTMP2133C	Store carcase product	MTMS216B	Inspect carton meat
MTMP2134C	Store carton product	MTMS217A	Prepare dry ingredients
MTMP2197C	Clean after operations - boning room	MTMS218B	Measure and calculate routine workplace data
MTMPS203C	Operate scales and semi-automatic labelling machinery	MTMSR201C	Prepare and slice meat cuts
MTMPS205C	Clean chillers	MTMSR202C	Trim meat to specifications
MTMPS206C	Operate a forklift in a specific workplace	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR201C	Vacuum pack product	MTMSR204C	Despatch meat product
MTMS205C	Package product using thermoform process	FDFOF2007A	Work in a freezer storage area
MTMS206C	Package product using gas flushing process	FDFOF2010A	Work with temperature controlled stock

MTMS207C	Operate bar and coder systems	MSL922001A	Record and present data
MTMS208C	Operate metal detection unit	PRMCL38A	Clean a food handling area
MTMS210B	Select/identify and prepare casings	TLID2013A	Move materials mechanically using automated equipment
MTMS211B	Manually shape and form product		

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives
MTMS212B Manually link and tie product	MTMPSR203A Sharpen knives

MTM20311 Certificate II in Meat Processing (Meat Retailing)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers working in meat retailing enterprises. It is appropriate for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- butcher shop sales assistant
- meat department worker
- assistant butcher
- meat wholesale worker
- boning room assistant.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of MTM10211 Certificate I in Meat Processing (Meat Retailing)
- by direct entry without prior meat retailing skills or knowledge
- through Recognition of Prior Learning
- through a meat retailing school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification with credit for applicable units successfully completed
- MTM30811 Certificate III in Meat Processing (Retail Butcher) with some credit for applicable completed Units
- MTM30211 Certificate III in Meat Processing (Food Services)
- MTM30611 Certificate III in Meat Processing (General)
- MTM30111 Certificate III in Meat Processing (Boning Room).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel and customers • reading and interpreting workplace-related documentation, such as customer orders and recipes • using mathematical skills in areas such as time, weights and portion size and tender • sharing information with other workers, for example, customer requests
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers and customers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, for example, suggesting substitutions for unavailable ingredients • showing independence in identifying problems, such as malfunctioning equipment or OH&S issues • using numeracy skills to solve problems, for example, adjusting temperatures or recalculation of quantities
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as introduction of new products or equipment • using numeracy skills to solve problems, such as modification of portion sizes • translating ideas into action by demonstrating suggestions
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as customer orders and product specifications • using basic business systems for planning and organising, for example, work instructions or Standard Operating Procedures • participating in ongoing continuous improvement and planning

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	processes, such as Quality Assurance processes <ul style="list-style-type: none"> managing time and priorities, such as work times and customer order deadlines
Self-management	<ul style="list-style-type: none"> taking responsibility for own work output
Learning	<ul style="list-style-type: none"> being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes learning in a range of settings, such as through formal training or informally from other workers managing own learning, for example, undertaking self-directed research to identify a new recipe
Technology	<ul style="list-style-type: none"> using technology, such as workplace machinery, including mincers and bandsaws demonstrating skill when using workplace technology, such as knives and bandsaws applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty seven units in total.

- complete all five core units of competency
- complete a minimum of eight elective units from Group A
- complete a minimum of eight elective units from Group B.

A maximum of five units can be selected from other Certificate II or III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat retailing and must not duplicate units already contained within the qualification.

Qualification structure

Core units	
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR206A Overview the meat industry
MTMCOR204A Follow safe work policies and procedures	FDFOP2061A Use numerical applications in the workplace
MTMCOR205A Communicate in the workplace	

Elective units			
Group A			
MTMCOR201A	Maintain personal equipment	MTMR107C	Process sales transactions
MTMPSR203A	Sharpen knives	MTMR108B	Undertake minor routine maintenance
MTMR101C	Identify species and meat cuts	MTMR109B	Monitor meat temperature from receipt to sale
MTMR102C	Trim meat for further processing	MTMR203C	Select, weigh and package meat for sale
MTMR103C	Store meat product	HLTFA301B	Apply first aid
MTMR104C	Prepare minced meat and minced meat products	PRMCL38A	Clean a food handling area
MTMR106C	Provide service to customers		
Group B			
MTMCOR203A	Apply Quality Assurance practices	MTMR211B	Produce and sell value-added products
MTMPR201C	Prepare and operate a bandsaw	MTMR212B	Receive meat product
MTMR201C	Break and cut product using bandsaw	MTMSR201C	Prepare and slice meat cuts
MTMR202C	Provide advice on cooking and storage of meat products	MTMSR202C	Trim meat to specifications
MTMR204C	Package product using manual packing and labelling equipment	MTMSR203C	Package product using automatic packing and labelling equipment
MTMR207B	Use basic methods of meat cookery	MTMSR204C	Despatch meat product
MTMR208B	Vacuum pack product in a retail operation	BSBITU101A	Operate a personal computer

MTMR209B	Undertake routine preventative maintenance	SIRXFIN001A	Balance point-of-sale terminal
MTMR210B	Make and sell sausages		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMR102C Trim meat for further processing	MTMPSR203A Sharpen knives
MTMR104C Prepare minced meat and minced meat products	MTMPSR203A Sharpen knives
MTMR201C Break and cut product using a bandsaw	MTMPSR203A Sharpen knives
MTMR202C Provide advice on cooking and storage of meat products	MTMPSR203A Sharpen knives
MTMR207B Use basic methods of meat cookery	MTMPSR203A Sharpen knives
MTMR211B Produce and sell value-added products	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives

MTM20411 Certificate II in Meat Processing (Food Services)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers commencing work in meat enterprises which undertake specialised services, such as preparing specialty meat cuts, gourmet meat, bulk value-added products, and providing meat preparation customer service.

The MTM20411 Certificate II in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

This qualification may be suitable for inclusion as a VET in Schools program, but careful attention must be given to ensuring appropriate work placement opportunities are available for the selected units.

Job roles

Job role titles covered by this qualification may include:

- meat wholesale preparation worker
- meat department customer service worker
- meat wholesale packer/wrapper
- meat wholesale packer/slicer
- butcher shop customer service worker
- delicatessen assistant
- value-adding worker in a boning room
- workers in single species retail outlets
- workers undertaking shelf-ready preparation of meat products
- 'meals ready-to-eat' preparers
- portion control slicer and packer.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior industry skills or knowledge
- through a school vocational studies program combined with work experience.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate II in Meat Processing qualification, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM30111 Certificate III in Meat Processing (Boning Room)
- MTM30211 Certificate III in Meat Processing (Food Services)
- MTM30511 Certificate III in Meat Processing (Slaughtering)
- MTM30611 Certificate III in Meat Processing (General)
- MTM30811 Certificate III in Meat Processing (Retail Butcher)
- MTM30911 Certificate III in Meat Processing (Smallgoods - General)
- MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture).

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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel and customers
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers or customers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • solving problems, either individually or in teams, such as packaging faults or reporting equipment malfunction
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • using basic business processes, for example, work instructions, when preparing to undertake a task • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • applying OH&S requirements when using technology, such as knives

Packaging Rules

Packaging Rules

Complete fourteen units of competency in total.

- complete all six core units of competency
- complete eight elective units of competency.

The eight elective units can be selected from a Certificate I and/or Certificate II from the Abattoirs, Smallgoods, Meat Retailing and/or Food Processing sectors.

Units selected from the Abattoirs sector must be worth 2 or more points (if a 1-point unit is selected, then an additional unit must be selected to make up the 2 points).

Up to two units can be selected from another Training Package or accredited course. Units selected must be relevant to the identified job role and must not replicate units already selected.

Qualification structure

Core units	
MTMCOR201A Maintain personal equipment	MTMCOR204A Follow safe work policies and procedures
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203A Apply Quality Assurance practices	MTMCOR206A Overview the meat industry
Elective units	
Meat Processing (Abattoirs) packaged at AQF 2	
AND/OR	
Meat Processing (Meat Retailing) packaged at AQF 1 and AQF 2	
AND/OR	
Meat Processing (Smallgoods) packaged at AQF 1 and AQF 2	
AND/OR	

Food Processing packaged at AQF 1 and AQF 2

MTM30111 Certificate III in Meat Processing (Boning Room)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers in boning rooms or in meat wholesale enterprises which prepare meat cuts from whole carcasses. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- boner
- slicer
- bandsaw operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior meat industry skills or knowledge
- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • using mathematical skills such as time, weights and temperature • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none"> • solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to product specifications or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Technology

- using technology, such as workplace machinery
- demonstrating skilled use of workplace technology, for example, using a bandsaw
- applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all seven core units of competency
- complete a minimum of two elective units of competency to a minimum value of thirty points.

A maximum of three units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified boning room job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
MTMCOR201A	Maintain personal equipment	2	MTMCOR205A	Communicate in the workplace	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR206A	Overview the meat industry	2
MTMCOR203A	Apply Quality Assurance practices	4	MTMPSR203A	Sharpen knives	4
MTMCOR204A	Follow safe work policies and procedures	4			
Elective units					
MTMP3052C	Bone small stock carcass - leg	10	MTMP3060C	Operate leg boning machine	10
MTMP3054C	Slice and trim leg - small stock	10	MTMP3061C	Operate trunk boning machine	10
MTMP3055C	Bone large stock carcass - forequarter	15	MTMP3062B	Bone small stock carcass - shoulder	10
MTMP3056C	Bone large stock carcass - hindquarter	15	MTMP3063B	Bone small stock carcass - middle	10
MTMP3057C	Slice and trim large stock forequarter	15	MTMP3064B	Slice small stock carcass - shoulder	10
MTMP3058C	Slice and trim large stock hindquarter	15	MTMP3065B	Slice small stock carcass - middle	10

MTMP3059C	Break carcass using a bandsaw	15	MTMP3066B	Bone carcass using mechanical aids (large stock)	15
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Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP3052C Bone small stock carcass - leg	MTMPSR203A Sharpen knives
MTMP3054C Slice and trim leg - small stock	MTMPSR203A Sharpen knives
MTMP3055C Bone large stock carcass - forequarter	MTMPSR203A Sharpen knives
MTMP3056C Bone large stock carcass - hindquarter	MTMPSR203A Sharpen knives
MTMP3057C Slice and trim large stock - forequarter	MTMPSR203A Sharpen knives
MTMP3058C Slice and trim large stock - hindquarter	MTMPSR203A Sharpen knives
MTMP3059C Break carcass using a bandsaw	MTMPSR203A Sharpen knives
MTMP3061C Operate-trunk boning machine	MTMPSR203A Sharpen knives
MTMP3062B Bone small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3063B Bone small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3064B Slice small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3065B Slice small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3066B Bone carcass using mechanical aids (large stock)	MTMPSR203A Sharpen knives

MTM30211 Certificate III in Meat Processing (Food Services)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers in meat enterprises which undertake specialised services, such as preparing specialty meat cuts, gourmet meat, bulk value-added products, providing meat preparation customer service, and so on.

The MTM30211 Certificate III in Meat Processing (Food Services) is a highly flexible qualification enabling selections to be made from a wide range of units.

This qualification is **not suitable** for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- further processing packer/team leader
- co-products experienced workers/team leader
- supermarket deli manager
- meat processing production machinery operator
- specialised boning operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate II in Meat Processing qualification
- by Recognition of Prior Learning
- by direct entry without prior meat industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40211 Certificate IV in Meat Processing (Meat Safety)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel and customers
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers or customers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • solving problems individually or in teams, for example, developing solutions to OH&S issues
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as introduction of new products or equipment
Planning and organising	<ul style="list-style-type: none"> • using basic business systems for planning and organising, for example, work instructions or Standard Operating Procedures • managing time and priorities, such as work times and customer orders
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers
Technology	<ul style="list-style-type: none"> • using technology, such as point of sale technology • demonstrating skill when using workplace technology, such as knives • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twelve units of competency in total.

- complete all six core units of competency
- complete six elective units of competency.

The six elective units can be selected from a Certificate III qualification from the Abattoirs, Smallgoods, Meat Retailing and/or Food Processing sectors.

Units selected from the Abattoirs sector must be worth four or more points. If units of fewer than four points are selected, then additional units can be added to make up the points value.

Two units can be selected from another Training Package or accredited course. The units selected must be relevant to the identified job role and must not replicate units already selected.

Qualification structure

Core units	
MTMCOR201A Maintain personal equipment	MTMCOR204A Follow safe work policies and procedures
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203A Apply Quality Assurance practices	MTMCOR206A Overview the meat industry
Elective units	
Meat Processing (Abattoirs sector) packaged at AQF 3	
AND/OR	
Meat Processing (Meat Retailing) packaged at AQF 3	
AND/OR	
Meat Processing (Smallgoods) packaged at AQF 3	
AND/OR	
Food Processing packaged at AQF 3	

MTM30311 Certificate III in Meat Processing (Meat Safety)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises. The MTM30311 Certificate III in Meat Processing (Meat Safety) is most commonly undertaken by meat inspectors in domestic processing enterprises. However, at the time of endorsement of this Training Package legislation and regulatory requirements relating to meat inspection were undergoing considerable change at both state/territory and federal level. People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Quarantine Inspection Service (AQIS), as appropriate.

This qualification is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- meat inspector.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior meat industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40211 Certificate IV in Meat Processing (Meat Safety)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Depending on the jurisdiction, Meat Inspectors must be registered with the relevant controlling authority (e.g. PrimeSafe (Victoria) or AQIS for export plants).

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives • preparing written documentation, such as reports • using mathematical skills relating to areas such as time and temperature • sharing information with supervisors and regulatory authorities • applying negotiation, persuasion and assertiveness skills when addressing food safety issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own food safety knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing food safety issues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as food safety issues • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction • using numeracy skills to resolve problems, such as calculation and estimation • resolving concerns raised by external groups, such as customers or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to products or introduction of new equipment • translating ideas into action, for example contributing to the revision of a work instruction or Standard Operating Procedure
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as HACCP reports

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • using basic business processes for planning and organising, for example, production schedules • taking initiative and making decisions within workplace role, for example condemnation of a carcass • managing time and priorities such as meeting report deadlines and timely implementation of corrective actions
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure meat safety requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed food safety requirements, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete fifteen units of competency in total.

- complete all twelve core units
- complete three elective units.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	MTMP3003A	Handle animals humanely while conducting ante-mortem inspection
MTMCOR202A	Apply hygiene and sanitation practices	MTMP3071C	Perform ante-mortem inspection and make disposition
MTMCOR203A	Apply Quality Assurance practices	MTMP3072C	Perform post-mortem inspection and make disposition
MTMCOR204A	Follow safe work policies and procedures	MTMP3073B	Implement food safety program
MTMCOR205A	Communicate in the workplace	MTMP408A	Inspect transportation containers/vehicles
MTMCOR206A	Overview the meat industry	MTMPSR203A	Sharpen knives
Elective units			
MTMP3042C	Prepare head for inspection	MTMP412A	Inspect poultry
MTMP3046A	Prepare and present viscera for inspection	MTMP413A	Inspect ratites
MTMP3074B	Perform carcass Meat Hygiene Assessment	MTMPS415A	Conduct an internal audit of a documented program
MTMP3075B	Perform process monitoring for Meat Hygiene Assessment	BSBFLM312C	Contribute to team effectiveness
MTMP3076B	Perform boning room Meat Hygiene Assessment	MSL904001A	Perform standard calibrations
MTMP3077B	Perform offal Meat	MSL922001A	Record and present data

	Hygiene Assessment		
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MSL954001A	Obtain representative samples in accordance with sampling plan
MTMP411A	Inspect game meat		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP3071C Perform ante-mortem inspection and make disposition	MTMP3003A Handle animals humanely while conducting ante-mortem inspection
MTMP3072C Perform post-mortem inspection and make disposition	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3046A Prepare and present viscera for inspection	MTMPSR203A Sharpen knives
MTMP3074B Perform carcass Meat Hygiene Assessment	MTMPSR203A Sharpen knives

MTM30411 Certificate III in Meat Processing (Rendering)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers in rendering plants. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- renderer/by-products operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and Material Safety Data Sheets (MSDS) • using mathematical skills, such as time, weights and temperature • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none"> • solving problems, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to chemicals or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Technology

- using technology, such as workplace machinery
- demonstrating skilled use of workplace technology, for example, a tallow press
- applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of four elective units of competency to the minimum value of thirty points.

A maximum of three units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified rendering job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units					
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A	Follow safe work policies and procedures	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A	Communicate in the workplace	4
MTMCOR203A	Apply Quality Assurance practices	4	MTMCOR206A	Overview the meat industry	2
Elective units					
MTMP3081C	Operate batch cooker	8	MTMP3086C	Operate tallow processing plant	6
MTMP3082C	Operate continuous cooker	7	MTMP3087C	Operate blood processing plant	6
MTMP3083C	Operate press	5	MTMP3088C	Produce rendered products hygienically	6
MTMP3084C	Operate wet rendering process	10	MTMP3089C	Render edible products	2
MTMP3085C	Monitor boiler operations	4	MTMP3090B	Implement a Quality Assurance program for rendering plant	4

MTM30511 Certificate III in Meat Processing (Slaughtering)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers undertaking slaughtering duties in abattoirs. It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- slaughter and dressing operations.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as assisting others to meet production schedules
Problem solving	<ul style="list-style-type: none"> • solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as change of species or introduction of new equipment
Planning and organising	<ul style="list-style-type: none"> • managing time and priorities, such as work times and meeting production schedules
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, such as knives • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all seven core units of competency
- complete a minimum of five elective units of competency to the minimum value of thirty points.

A maximum of two units can be selected from other Certificate III qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to the identified slaughtering job role and must not duplicate units already contained within the qualification. Units selected will be worth 2 points.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A Follow safe work policies and procedures 4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A Communicate in the workplace 4
MTMCOR203A	Apply Quality Assurance practices	4	MTMCOR206A Overview the meat industry 2
MTMPSR203A	Sharpen knives	4	
Elective units			
Slaughter floor operations			
MTMP3001C	Knock and stun animal	4	MTMP3002C Stick and bleed animal 4
Seal digestive tract			
MTMP3006C	Rod weasand	2	MTMP3008C Ring bung 4
MTMP3007C	Seal weasand	1	MTMP3009C Seal bung 2
Perform opening cuts			
MTMP3010A	Split carcass	4	MTMP3033C Operate hide puller 6
MTMP3015A	Bone neck	3	MTMP3034C Remove pelt manually 6
MTMP3016B	Perform 'Y' cut	2	MTMP3036C Bed dress carcass 16
MTMP3017A	Skin head	4	MTMP3037C Eviscerate animal carcass 8

MTMP3021C	Explain opening cuts*	1	MTMP3038C	Operate brisket cutter/saw	4
MTMP3022C	Perform flanking cuts	6	MTMP3039C	Eviscerate game shot carcase	4
MTMP3023C	Perform brisket cuts	4	MTMP3041C	Backdown pig carcase	2
MTMP3024C	Perform rumping cuts	4	MTMP3042C	Prepare head for inspection	4
MTMP3025C	Perform rosette cuts	4	MTMP3043B	Operate air knife	2
MTMP3026C	Perform midline cuts	4	MTMP3044B	Drop sock and pull shoulder pelt	3
MTMP3031C	Scald and de-hair carcase	4	MTMP3045B	Undertake retain rail	2
MTMP3032C	Operate pelt puller	4			
Perform legging					
MTMP3011C	Overview legging operation*	1	MTMP3013C	Make second leg opening cuts	3
MTMP3012C	Make first leg opening cuts	4	MTMP3014C	Perform legging on small stock	4

* Units marked with an asterisk (*) must be undertaken with at least one other unit from the same section.

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite unit
MTMP3002C Stick and bleed animal	MTMPSR203A Sharpen knives
MTMP3007C Seal weasand	MTMPSR203A Sharpen knives
MTMP3008C Ring bung	MTMPSR203A Sharpen knives
MTMP3015A Bone neck	MTMPSR203A Sharpen knives
MTMP3016B Perform 'Y' cut	MTMPSR203A Sharpen knives

Unit	Prerequisite unit
MTMP3017A Skin head	MTMPSR203A Sharpen knives
MTMP3021C Explain opening cuts	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3022C Perform flanking cuts	MTMPSR203A Sharpen knives
MTMP3023C Perform brisket cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3024C Perform rumping cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3025C Perform rosette cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3026C Perform midline cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3039C Eviscerate game shot carcass	MTMPSR203A Sharpen knives
MTMP3031C Scald and de-hair carcass	MTMPSR203A Sharpen knives
MTMP3033C Operate hide puller	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3034C Remove pelt manually	MTMPSR203A Sharpen knives
MTMP3036C Bed dress carcass	MTMPSR203A Sharpen knives
MTMP3037C Eviscerate animal carcass	MTMPSR203A Sharpen knives
MTMP3041C Backdown pig carcass	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3044B Drop sock and pull shoulder pelt	MTMPSR203A Sharpen knives
MTMP3045B Undertake retain rail	MTMPSR203A Sharpen knives

Unit	Prerequisite unit
MTMP3012C Make first leg opening cuts	MTMPSR203A Sharpen knives MTMP3011B Overview legging operation
MTMP3013B Make second leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3014C Perform legging on small stock	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation

MTM30611 Certificate III in Meat Processing (General)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers in meat processing plants who are working in the areas of Quality Assurance or the laboratory.

Job roles

Job role titles covered by this qualification may include:

- Quality Assurance officer
- meat processing laboratory assistant
- game harvester
- game depot manager
- pre-dressing game inspector
- supervisor and leading hand
- on-floor trainer.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- MSL30109 Certificate III in Laboratory Skills
- approved Skill Sets to gain expertise in specific skilled job roles, for example, the Meat Industry Microbiological Skill Set
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums • interpreting customer needs, for example, product specifications • using mathematical skills, such as time, weights and temperature • sharing information with other workers, especially during changeover processes
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • developing practical solutions to workplace problems, such as OH&S issues • solving problems, either individually or in teams, for example, reporting malfunctioning equipment, to ensure that the problem is appropriately addressed • using numeracy skills to solve problems, for example, adjusting temperatures
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as change of species or introduction of new equipment • identifying opportunities that might not be obvious to others, for example, making changes to allocation of work tasks to speed up production
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as work instructions or Standard Operating Procedures • using basic business systems for planning and organising, for

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<p>example, production schedules and customer specifications</p> <ul style="list-style-type: none">• managing time and priorities, such as work times and production schedules
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure team and production requirements are met efficiently• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• learning in a range of settings, such as through formal training or informally from other workers• learning new skills and techniques to adjust to production or equipment changes
Technology	<ul style="list-style-type: none">• using technology, such as workplace machinery• demonstrating skilled use of workplace technology, such as knives• applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

- complete all six core units of competency
- complete a minimum of two elective units of competency to a minimum value of thirty points.

Up to three units may be substituted with units selected from another Certificate III or IV qualification in this Training Package, or another Training Package or accredited course. The selected units must be relevant to the nominated meat processing job and must not duplicate units already contained in the qualification. Units selected will be worth 2 points.

Qualification structure

Core units				
MTMCOR201A	Maintain personal equipment	2	MTMCOR204A Follow safe work policies and procedures	4
MTMCOR202A	Apply hygiene and sanitation practices	4	MTMCOR205A Communicate in the workplace	4
MTMCOR203A	Apply Quality Assurance practices	4	MTMCOR206A Overview the meat industry	2
Elective units				
MTMP3001C	Knock and stun animal	4	MTMP3074B Perform carcass Meat Hygiene Assessment	2
MTMP3002C	Stick and bleed animal	4	MTMP3075B Perform process monitoring for Meat Hygiene Assessment	2
MTMP3006C	Rod weasand	2	MTMP3076B Perform boning room Meat Hygiene Assessment	2
MTMP3007C	Seal weasand	1	MTMP3077B Perform offal Meat Hygiene Assessment	2
MTMP3008C	Ring bung	4	MTMP3081C Operate batch cooker	8
MTMP3009C	Seal bung	2	MTMP3082C Operate continuous cooker	7
MTMP3010A	Split carcass	4	MTMP3083C Operate press	5
MTMP3011C	Overview legging operation	1	MTMP3084C Operate wet rendering process	10
MTMP3012C	Make first leg	4	MTMP3085C Monitor boiler operations	4

	opening cuts				
MTMP3013C	Make second leg opening cuts	3	MTMP3086C	Operate tallow processing plant	6
MTMP3014C	Perform legging on small stock	4	MTMP3087C	Operate blood processing plant	6
MTMP3015A	Bone neck	3	MTMP3088C	Produce rendered products hygienically	6
MTMP3016B	Perform 'Y' cut	2	MTMP3089C	Render edible products	2
MTMP3017A	Skin head	4	MTMP3090B	Implement a Quality Assurance program for rendering plant	4
MTMP3021C	Explain opening cuts	1	MTMP3095B	Grade beef carcasses using Meat Standards Australia standards	3
MTMP3022C	Perform flanking cuts	6	MTMP3099B	Use standard product descriptions - sheep/goats	2
MTMP3023C	Perform brisket cuts	4	MTMP3100B	Use standard product descriptions - beef	2
MTMP3024C	Perform rumping cuts	4	MTMP3101B	Use standard product descriptions - pork	2
MTMP3025C	Perform rosette cuts	4	MTMP3102B	Provide coaching	3
MTMP3026C	Perform midline cuts	4	MTMP3103B	Provide mentoring	3
MTMP3031C	Scald and de-hair carcase	4	MTMP3104B	Use standard product descriptions - kangaroos	2
MTMP3032C	Operate pelt puller	4	MTMP3105A	Follow and implement an established work plan	3
MTMP3033C	Operate hide puller	6	MTMP3107B	Perform manual chemical lean testing	2
MTMP3034C	Remove pelt manually	6	MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	3

MTMP3036C	Bed dress carcase	16	MTMP411A	Inspect game meat	3
MTMP3037C	Eviscerate animal carcase	8	MTMP412A	Inspect poultry	3
MTMP3038C	Operate brisket cutter/saw	4	MTMP413A	Inspect ratites	3
MTMP3039C	Eviscerate game shot carcase	4	MTMPS300A	Assess product in chillers	8
MTMP3041C	Backdown pig carcase	2	MTMPS415A	Conduct an internal audit of a documented program	3
MTMP3042C	Prepare head for inspection	4	BSBFLM312C	Contribute to team effectiveness	3
MTMP3043B	Operate air knife	2	MSL904001A	Perform standard calibrations	2
MTMP3044B	Drop sock and pull shoulder pelt	3	MSL922001A	Record and present data	2
MTMP3045B	Undertake retain rail	2	MSL933001A	Maintain the laboratory/field workplace fit for purpose	3
MTMP3046A	Prepare and present viscera for inspection	2	MSL952002A	Handle and transport samples or equipment	3
MTMP3052C	Bone small stock carcase - leg	10	MSL954001A	Obtain representative samples in accordance with sampling plan	3
MTMP3054C	Slice and trim leg - small stock	10	MSL973001A	Perform basic tests	3
MTMP3055C	Bone large stock carcase - forequarter	15	MSL973002A	Prepare working solutions	3
MTMP3056C	Bone large stock carcase - hindquarter	15	MSL973003A	Prepare culture media	3
MTMP3057C	Slice and trim large stock - forequarter	15	MSL973004A	Perform aseptic techniques	3

MTMP3058C	Slice and trim large stock - hindquarter	15	TAEDEL301A	Provide work skill instruction	3
MTMP3059C	Break carcass using a bandsaw	15	MTMG300A	Overview wild game meat industry	2
MTMP3060C	Operate leg-boning machine	10	MTMG301A	Operate a game harvesting vehicle	3
MTMP3061C	Operate trunk boning machine	10	MTMG302A	Eviscerate, inspect and tag wild game carcass in the field	3
MTMP3062B	Bone small stock carcass - shoulder	10	MTMG303A	Receive and inspect wild game carcasses from the field	3
MTMP3063B	Bone small stock carcass - middle	10	MTMG304A	Receive and inspect wild game carcasses at a processing plant	3
MTMP3064B	Slice small stock carcass - shoulder	10	MTMG305A	Store wild game carcass	3
MTMP3065B	Slice small stock carcass - middle	10	MTMG306A	Use firearms to harvest wild game	3
MTMP3066B	Bone carcass using mechanical aids (large stock)	15			

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP3002C Stick and bleed animal	MTMPSR203A Sharpen knives
MTMP3007C Seal weasand	MTMPSR203A Sharpen knives
MTMP3008C Ring bung	MTMPSR203A Sharpen knives
MTMP3012C Make first leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3013C Make second leg opening cuts	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3014C Perform legging on small stock	MTMPSR203A Sharpen knives MTMP3011C Overview legging operation
MTMP3015A Bone neck	MTMPSR203A Sharpen knives
MTMP3016B Perform 'Y' cut	MTMPSR203A Sharpen knives
MTMP3017A Skin head	MTMPSR203A Sharpen knives
MTMP3021C Explain opening cuts	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3022C Perform flanking cuts	MTMPSR203A Sharpen knives
MTMP3023C Perform brisket cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3024C Perform rumping cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3025C Perform rosette cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3026C Perform midline cuts	MTMPSR203A Sharpen knives MTMP3021C Explain opening cuts
MTMP3031C Scald and de-hair carcase	MTMPSR203A Sharpen knives
MTMP3033C Operate hide puller	MTMPSR203A Sharpen knives or MTMP3043B Operate air knife
MTMP3034C Remove pelt manually	MTMPSR203A Sharpen knives
MTMP3036C Bed dress carcase	MTMPSR203A Sharpen knives

MTMP3037C Eviscerate animal carcass	MTMPSR203A Sharpen knives
MTMP3039C Eviscerate game shot carcass	MTMPSR203A Sharpen knives
MTMP3041C Backdown pig carcass	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3044B Drop sock and pull shoulder pelt	MTMPSR203A Sharpen knives
MTMP3045B Undertake retain rail	MTMPSR203A Sharpen knives
MTMP3046A Prepare and present offal for inspection	MTMPSR203A Sharpen knives
MTMP3052C Bone small stock carcass - leg	MTMPSR203A Sharpen knives
MTMP3054C Slice and trim leg - small stock	MTMPSR203A Sharpen knives
MTMP3055C Bone large stock carcass - forequarter	MTMPSR203A Sharpen knives
MTMP3056C Bone large stock carcass - hindquarter	MTMPSR203A Sharpen knives
MTMP3057C Slice and trim large stock forequarter	MTMPSR203A Sharpen knives
MTMP3058C Slice and trim large stock hindquarter	MTMPSR203A Sharpen knives
MTMP3059C Break carcass using a bandsaw	MTMPSR203A Sharpen knives
MTMP3061C Operate trunk boning machine	MTMPSR203A Sharpen knives
MTMP3062B Bone small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3063B Bone small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3064B Slice small stock carcass - shoulder	MTMPSR203A Sharpen knives
MTMP3065B Slice small stock carcass - middle	MTMPSR203A Sharpen knives
MTMP3066B Bone carcass using mechanical aids (large stock)	MTMPSR203A Sharpen knives
MTMP3074B Perform carcass Meat Hygiene Assessment	MTMPSR203A Sharpen knives
MTMG302A Eviscerate, inspect and tag wild game carcass in the field	MTMPSR203A Sharpen knives

MTM30811 Certificate III in Meat Processing (Retail Butcher)

Modification History

Not Applicable

Description

This qualification is the trade qualification for butchers.

Job roles

Job role titles covered by this qualification may include:

- butcher.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate I or II Meat Processing qualification, with credit for relevant completed units
- after completion of a pre-apprenticeship program
- through Recognition of Prior Learning
- by direct entry without prior industry skills or knowledge.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification, with credit for applicable units successfully completed
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General)
- small business management qualifications.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel and customers • reading and interpreting workplace-related documentation, such as customer orders and recipes • writing, such as recording customer orders • using mathematical skills in areas such as time, weights, portion size and tender • sharing information with other workers, for example, customer requests • using negotiation, empathy, persuasion and assertiveness skills to interact with customers
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers or customers from another country • applying own knowledge to assist other members of the work team • identifying and utilising the strengths of other team members, such as specialised product knowledge • providing coaching and mentoring support to new or junior workers
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, for example, suggesting substitutions for unavailable ingredients • showing independence in identifying problems, such as malfunctioning equipment or OH&S issues • solving problems individually or in teams • suggesting a range of solutions to solve problems, for example, recommending alternative products to customers to reduce oversupply • using numeracy skills to solve problems, for example, adjusting temperatures or recommending cooking times

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • testing assumptions, for example, experimenting with new ingredients, or testing new product lines • resolving customer concerns, such as complaints about poor product
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as introduction of new products or equipment • using numeracy skills to solve problems, such as modification of portion sizes • translating ideas into action by demonstrating suggestions • initiating and developing innovative solutions, for example, customer reward programs or product specials
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as customer orders and product specifications • using basic business systems for planning and organising, for example, work instructions, or Standard Operating Procedures • participating in ongoing continuous improvement and planning processes, such as Quality Assurance processes • determining or applying required resources, such as stock requirements • managing time and priorities, such as work times and production schedules • adapting resource allocations to cope with contingencies, for example, adjusting packaging to deal with different sized product or reducing stock orders for short weeks
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • managing own learning, for example, undertaking self-directed research to identify a new recipe or product • contributing to the learning of others, for example, explaining work processes to new workers
Technology	<ul style="list-style-type: none"> • using technology, such as point of sale technology • demonstrating skill when using workplace technology, such as knives, bandsaws and mincers • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete a total of forty-three units of competency.

In Stage 1:

- complete all fifteen core units of competency from Group A
- complete one elective unit of competency from group D.

In Stage 2:

- complete all ten core units of competency from Group B
- complete one elective unit of competency from Group E.

In Stage 3:

- complete all thirteen core units of competency from Group C
- complete three elective units of competency from Group F.

Qualification structure

Core Units			
Group A - Stage 1			
MTMCOR201A	Maintain personal equipment	MTMR103C	Store meat product
MTMCOR202A	Apply hygiene and sanitation practices	MTMR104C	Prepare minced meat and minced meat products
MTMCOR204A	Follow safe work policies and procedures	MTMR106C	Provide service to customers
MTMCOR205A	Communicate in the workplace	MTMR203C	Select, weigh and package meat for sale
MTMCOR206A	Overview the meat industry	FDFOP2061A	Use numerical applications in the workplace
MTMPSR203A	Sharpen knives	HLTFA301B	Apply first aid
MTMR101C	Identify species and meat cuts	PRMCL38A	Clean a food handling area
MTMR102C	Trim meat for further processing		
Group B - Stage 2			

MTMCOR203A	Apply Quality Assurance practices	MTMR207B	Use basic methods of meat cookery
MTMPR201C	Prepare and operate bandsaw	MTMR210B	Make and sell sausages
MTMR201C	Break and cut product using a bandsaw	MTMR211B	Produce and sell value-added products
MTMR202C	Provide advice on cooking and storage of meat products	MTMSR201C	Prepare and slice meat cuts
MTMR204C	Package product using manual packing and labelling equipment	MTMSR202C	Trim meat to specifications
Group C - Stage 3			
MTMR301C	Prepare specialised cuts	MTMR308C	Prepare and produce value-added products
MTMR302C	Assess carcase/product quality	MTMR317B	Cure, corn and sell product
MTMR303C	Calculate yield of carcase or product	MTMR318B	Assess and sell poultry product
MTMR304C	Manage stock	MTMR321A	Assess and address customer preferences
MTMR305C	Meet customer needs	MTMR320B	Locate, identify and assess cuts
MTMR306C	Provide advice on nutritional role of meat	MTMSR302C	Prepare primal cuts
MTMR307C	Merchandise products and services		
Elective units			
Group D - Stage 1			
MTMR107C	Process sales transactions	MTMR109B	Monitor meat temperature from receipt to sale
MTMR108B	Undertake minor routine		

maintenance			
Group E - Stage 2			
MTMR208B	Vacuum pack product in a retail operation	MTMSR204C	Despatch meat product
MTMR209B	Undertake routine preventative maintenance	BSBITU101A	Operate a personal computer
MTMR212B	Receive meat product	SIRXFIN001A	Balance point-of-sale terminal
MTMSR203C	Package product using automatic packing and labelling equipment		
Group F - Stage 3			
MTMP3102B	Provide coaching	MTMR316B	Utilise the Meat Standards Australia system for beef to meet customer requirements
MTMP3103B	Provide mentoring	MTMR319B	Break carcasses for retail sale
MTMR309C	Prepare, roll, sew and net meat	MTMR322A	Collect and prepare standard samples
MTMR310C	Bone and fillet poultry	MTMS306B	Identify and repair equipment faults
MTMR311C	Cost and price meat products	MTMSR303A	Smoke product
MTMR312C	Prepare portion control to specifications	SIRXMER002A	Coordinate merchandise presentation
MTMR313C	Bone game meat	SIRXSLS001A	Sell products and services
MTMR314B	Order stock in a meat enterprise	TAEDEL301A	Provide work skill instruction
MTMR315B	Calculate and present statistical data in a meat enterprise		

MTM30911 Certificate III in Meat Processing (Smallgoods - General)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by smallgoods producers working in larger, factory-type smallgoods enterprises. Factories will often have specialised lines of production, (for example, hams and bacons) and use complex production machinery, and may not encompass the range of smallgoods production techniques found in traditional smallgoods enterprises.

This qualification is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- smallgoods operator
- slicing and packaging operator
- slicer
- product formulation operator.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry without prior work experience
- after completion of the Certificate I and II in Meat Processing (Smallgoods) qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums • interpreting customer needs, for example, product specifications • using mathematical skills in areas such as time, weights and temperature
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • showing independence and initiative in identifying problems, for example the need to revise and update a work instruction • solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed • using numeracy skills to solve problems, for example, adjusting portion sizes and calculating stock requirements
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as introduction of new product or equipment
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as work instructions or Standard Operating Procedures • using basic business systems for planning and organising, for example, customer specifications • taking initiative and making decisions within workplace role, for example, recommending adjustments to schedules to meet production deadlines • managing time and priorities, such as work times and delivery

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	times for customer orders
Self-management	<ul style="list-style-type: none">• monitoring and evaluating own performance to ensure team and production requirements are met efficiently• taking responsibility for own work output
Learning	<ul style="list-style-type: none">• learning in a range of settings, such as through formal training or informally from other workers• learning new skills and techniques to adjust to product or equipment changes
Technology	<ul style="list-style-type: none">• using technology, such as workplace machinery• demonstrating skilled use of workplace technology, for example, packaging equipment• applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-four units of competency in total.

- complete all five core units of competency
- complete a minimum of two units from Group A
- complete a minimum of seven units from Group B
- complete a minimum of seven units from Group C.

Up to four elective units may be selected from any Certificate II or III qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units	
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203A Apply Quality Assurance practices	MTMCOR206A Overview the meat industry
MTMCOR204A Follow safe work policies and procedures	
Elective units	
Group A	
MTMPS201C Clean work area during operations	FDFOF2061A Use numerical applications in the workplace
MTMS101C Handle materials and products	HLTFA301B Apply first aid
MTMS102C Pack smallgoods product	
Group B	
MTMP2054C Inspect hindquarter and remove contamination	MTMS212B Manually link and tie product
MTMP2055C Inspect forequarter and remove contamination	MTMS213B Slice product using simple machinery
MTMP2133C Store carcass product	MTMS214B Rotate stored meat
MTMP2134C Store carton product	MTMS215B Rotate meat product

MTMP2197B	Clean after operations - boning room	MTMS216B	Inspect carton meat
MTMPS203C	Operate scales and semi-automatic labelling machinery	MTMS217A	Prepare dry ingredients
MTMPS205C	Clean chillers	MTMS218B	Measure and calculate routine workplace data
MTMPS206C	Operate a forklift in a specific workplace	MTMSR201C	Prepare and slice meat cuts
MTMPS300A	Assess product in chillers	MTMSR202C	Trim meat to specifications
MTMPSR201C	Vacuum pack product	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR203A	Sharpen knives	MTMSR204C	Despatch meat product
MTMS205C	Package product using thermoform process	FDFOF2007A	Work in a freezer storage area
MTMS206C	Package product using gas flushing process	FDFOF2010A	Work with temperature controlled stock
MTMS207C	Operate bar and coder systems	MSL922001A	Record and present data
MTMS208C	Operate metal detection unit	PRMCL38A	Clean a food handling area
MTMS210B	Select/identify and prepare casings	TLID2013A	Move materials mechanically using automated equipment
MTMS211B	Manually shape and form product		
Group C			
MTMP3100B	Use standard product descriptions - beef	MTMS311B	Operate complex slicing and packaging machinery
MTMP3101B	Use standard product descriptions - pork	MTMS312A	Prepare meat-based pates and terrines for commercial sale
MTMP3102B	Provide coaching	MTMS313A	Prepare product formulations

MTMP3103B	Provide mentoring	MTMS314A	Ferment and mature product
MTMPS204C	Maintain production records	MTMS315A	Blend meat product
MTMPSR301C	Cure and corn product	MTMSR301C	Break carcass into primal cuts
MTMS300B	Operate mixer/blender unit	MTMSR302C	Prepare primal cuts
MTMS301B	Cook, steam and cool product	MTMSR303A	Smoke product
MTMS302B	Prepare dried meat	BSBINM302A	Utilise a knowledge management system
MTMS303B	Fill casings	FDFO3002A	Set up a production or packaging line for operation
MTMS304B	Thaw product - water	MSL904001A	Perform standard calibrations
MTMS305B	Thaw product - air	MSL952002A	Handle and transport samples or equipment
MTMS306B	Identify and repair equipment faults	MSL954001A	Obtain representative samples in accordance with sampling plan
MTMS307A	Sort meat	MSL973001A	Perform basic tests
MTMS308A	Batch meat	TAEDEL301A	Provide work skill instruction
MTMS309B	Operate product forming machinery	TLIA2009A	Complete and check import/export documentation
MTMS310B	Operate link and tie machinery		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives
MTMS212C Manually link and tie product	MTMPSR203A Sharpen knives
MTMSR301C Break carcass into primal cuts	MTMPSR203A Sharpen knives
MTMSR302C Prepare primal cuts	MTMPSR203A Sharpen knives

MTM31011 Certificate III in Meat Processing (Smallgoods - Manufacture)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by smallgoods producers working in a small to medium-sized traditional smallgoods enterprise which produces a range of smallgoods products.

It is **not appropriate** for use as a pre-vocational qualification or for inclusion as a VET in Schools program.

Job roles

Job role titles covered by this qualification may include:

- smallgoods producer
- smallgoods maker.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of the Certificate I and II in Meat Processing (Smallgoods) qualifications
- by direct entry without prior smallgoods skills or knowledge
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Certificate III in Meat Processing qualification with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM40111 Certificate IV in Meat Processing (Leadership)
- MTM40311 Certificate IV in Meat Processing (Quality Assurance)
- MTM40411 Certificate IV in Meat Processing (General).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and carrying out instructions • speaking clearly and directly with other personnel • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures and workplace memorandums • interpreting customer needs, for example, product specifications • using mathematical skills in areas such as time, weights and temperature
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own knowledge to assist other members of the work team
Problem solving	<ul style="list-style-type: none"> • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction • solving problems, either individually or in teams, for example, reporting malfunctioning equipment to ensure that the problem is appropriately addressed • using numeracy skills to solve problems, for example, adjusting smoke room temperatures
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as introduction of new product or equipment
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as work instructions or Standard Operating Procedures • using basic business systems for planning and organising, for example, customer specifications • taking initiative and making decisions within workplace role, for example, recommending alternative or additional product to customers • managing time and priorities, such as work times and delivery

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	times for customer orders
Self-management	<ul style="list-style-type: none"> • monitoring and evaluating own performance to ensure team and production requirements are met efficiently • taking responsibility for own work output
Learning	<ul style="list-style-type: none"> • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to product or equipment changes
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery • demonstrating skilled use of workplace technology, for example, bowl cutter • applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-six units of competency in total.

- complete all five core units of competency
- complete a minimum of two units from Group A
- complete a minimum of seven units from Group B
- complete a minimum of seven units from Group C
- complete at least one unit from Group D.

Up to four elective units may be selected from any Certificate II or III qualification in this Training Package, or any other Training Package or accredited course. Units selected must be relevant to smallgoods processing and must not duplicate any unit already contained in the qualification.

Qualification structure

Core units	
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203A Apply Quality Assurance practices	MTMCOR206A Overview the meat industry
MTMCOR204A Follow safe work policies and procedures	
Elective units	

Group A			
MTMPS201C	Clean work area during operations	FDFOP2061A	Use numerical applications in the workplace
MTMS101C	Handle materials and products	HLTFA301B	Apply first aid
MTMS102C	Pack smallgoods product		
Group B			
MTMP2054C	Inspect hindquarter and remove contamination	MTMS212B	Manually link and tie product
MTMP2055C	Inspect forequarter and remove contamination	MTMS213B	Slice product using simple machinery
MTMP2133C	Store carcass product	MTMS214B	Rotate stored meat
MTMP2134C	Store carton product	MTMS215B	Rotate meat product
MTMP2197C	Clean after operations - boning room	MTMS216B	Inspect carton meat
MTMPS203C	Operate scales and semi-automatic labelling machinery	MTMS217A	Prepare dry ingredients
MTMPS205C	Clean chillers	MTMS218B	Measure and calculate routine workplace data
MTMPS206C	Operate a forklift in a specific workplace	MTMSR201C	Prepare and slice meat cuts
MTMPS300A	Assess product in chillers	MTMSR202C	Trim meat to specifications
MTMPSR201C	Vacuum pack product	MTMSR203C	Package product using automatic packing and labelling equipment
MTMPSR203A	Sharpen knives	MTMSR204C	Despatch meat product
MTMS205C	Package product using thermoform process	FDFOP2007A	Work in a freezer storage area
MTMS206C	Package product using gas flushing process	FDFOP2010A	Work with temperature controlled stock

MTMS207C	Operate bar and coder systems	MSL922001A	Record and present data
MTMS208C	Operate metal detection unit	PRMCL38A	Clean a food handling area
MTMS210B	Select/identify and prepare casings	TLID2013A	Move materials mechanically using automated equipment
MTMS211B	Manually shape and form product		
Group C			
MTMPSR301C	Cure and corn product	MTMS312A	Prepare meat-based pates and terrines for commercial sale
MTMS300B	Operate mixer/blender unit	MTMS313A	Prepare product formulations
MTMS301B	Cook, steam and cool product	MTMS314A	Ferment and mature product
MTMS302B	Prepare dried meat	MTMS315A	Blend meat product
MTMS307A	Sort meat	MTMSR303A	Smoke product
MTMS308A	Batch meat		
Group D			
MTMP3100B	Use standard product descriptions - beef	MTMSR301C	Break carcase into primal cuts
MTMP3101B	Use standard product descriptions - pork	MTMSR302C	Prepare primal cuts
MTMPS204C	Maintain production records	MSL904001A	Perform standard calibrations
MTMS303B	Fill casings	MSL952002A	Handle and transport samples or equipment
MTMS304B	Thaw product - water	MSL954001A	Obtain representative samples in accordance with sampling plan
MTMS305B	Thaw product - air	MSL973001A	Perform basic tests
MTMS306B	Identify and repair	TAEDEL301A	Provide work skill instruction

equipment faults	
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Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMP2054C Inspect hindquarter and remove contamination	MTMPSR203A Sharpen knives
MTMP2055C Inspect forequarter and remove contamination	MTMPSR203A Sharpen knives
MTMSR201C Prepare and slice meat cuts	MTMPSR203A Sharpen knives
MTMSR202C Trim meat to specifications	MTMPSR203A Sharpen knives
MTMS212B Manually link and tie product	MTMPSR203A Sharpen knives
MTMSR301C Break carcass into primal cuts	MTMPSR203A Sharpen knives
MTMSR302C Prepare primal cuts	MTMPSR203A Sharpen knives

MTM40111 Certificate IV in Meat Processing (Leadership)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by experienced meat workers who are carrying out supervisory roles.

Job roles

Job role titles covered by this qualification may include:

- meat processing supervisor
- meat processing team leader
- smallgoods supervisor
- boning room supervisor
- meat department supervisor
- meat processing assessor.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of any Certificate II or III Meat Processing qualification
- by direct entry with industry experience but without prior qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- approved Skill Sets to gain expertise in specific skilled job roles
- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues or management concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations • preparing written documentation, such as reports • using mathematical skills in areas such as time and temperature • sharing information with co-workers, managers, customers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when carrying out supervisory duties • showing empathy with worker and customer issues when appropriate
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own technical knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing food safety issues • identifying and utilising the strengths of other team members, such as specialised technical knowledge • providing coaching and mentoring support to new workers
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as rostering issues • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction • working with a team to resolve a problem, for example, a

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<p>production issue</p> <ul style="list-style-type: none"> • using numeracy skills, such as graphing and charting, to resolve problems • resolving concerns raised by external groups, such as customers or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in process to achieve better productivity
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as HACCP reports • using basic business processes for planning and organising, for example, production schedules • taking initiative and making decisions within workplace role, for example, setting production levels • managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions • determining, applying and allocating resources, such as budget, product and personnel • adapting resource allocations to cope with contingencies, for example, shortage of stock or staff
Self-management	<ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when contributing to company business planning processes • monitoring and evaluating own performance to ensure company production requirements are met efficiently • taking responsibility for work output within area of responsibility
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to production or equipment changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • contributing to the learning of others through support of professional development or informal processes • applying a range of learning approaches appropriate to individual and situational requirements

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**Technology**

- using technology, such as workplace machinery, computers and testing equipment
- demonstrating skilled use of workplace technology
- applying OH&S requirements when using technology
- adapting to new technology requirements, such as new software or machinery
- applying technology as a management tool, for example, running production reports

Packaging Rules

Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency.

A maximum of three units can be selected from other Certificate IV or Diploma qualifications in this Training Package, or from another Training Package or accredited course. Units selected must be relevant to meat processing job roles and must not duplicate units already contained within the qualification.

Qualification structure

Core units	
Level II core	
MTMCOR201A Maintain personal equipment	MTMCOR204A Follow safe work policies and procedures
MTMCOR202A Apply hygiene and sanitation practices	MTMCOR205A Communicate in the workplace
MTMCOR203A Apply Quality Assurance practices	MTMCOR206A Overview the meat industry
Level IV core	
MTMCOR401C Manage own work performance	MTMCOR403A Participate in OH&S risk control process
MTMCOR402C Facilitate Quality Assurance process	MTMCOR404A Facilitate hygiene and sanitation performance
Elective units	
MTMP407B Supervise new recruits	BSBINM401A Implement workplace information system
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	BSBINN301A Promote innovation in a team environment
MTMPSR401C Coordinate contracts	BSBLED401A Develop teams and individuals
MTMPSR402C Prepare and evaluate resource proposals	BSBMGT402A Implement operational plan
MTMPSR403C Facilitate achievement of enterprise environmental policies	BSBMGT403A Implement continuous

	and goals		improvement
MTMPSR404C	Foster a learning culture in a meat enterprise	BSBWOR402A	Promote team effectiveness
MTMPSR405C	Build productive and effective workplace relationships	SIRXFIN004A	Manage financial resources
MTMPSR406C	Manage and maintain a food safety plan	SIRXINV004A	Buy merchandise
MTMPSR411A	Lead communication in the workplace	SIRXINV005A	Control inventory
MTMPSR412A	Participate in product recall	TAEASS401A	Plan assessment activities and processes
BSBCUS402A	Address customer needs	TAEASS402A	Assess competence

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40211 Certificate IV in Meat Processing (Meat Safety)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by meat inspectors in meat processing enterprises, usually at export processing plants. At the time of endorsement of this Training Package legislation and regulatory requirements relating to meat inspection were undergoing considerable change at both state/territory and federal level. People seeking registration as a meat inspector should check the current requirements with their state or territory food authority or the Australian Quarantine Inspection Service (AQIS), as appropriate.

Job roles

Job role titles covered by this qualification may include:

- meat inspector.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after successful completion of MTM30307 or MTM30311 Certificate III in Meat Processing (Meat Safety)
- by direct entry without prior meat processing skills or knowledge
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at Level IV, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM50111 Diploma of Meat Processing
- MTM5211 Diploma of Meat Processing (Meat Retailing).
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Depending on the jurisdiction, Meat Inspectors must be registered with the relevant controlling authority (e.g. PrimeSafe (Victoria) or AQIS for export plants)

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues or management concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives • preparing written documentation, such as reports • using mathematical skills, such as graphing, calculation and prediction • sharing information with managers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when addressing food safety issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own food safety knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing food safety issues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as food safety issues • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction or implement corrective action • using numeracy skills, such as calculation, prediction and graphing, to resolve problems • resolving concerns raised by external groups, such as customers or regulatory authorities
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to processes or introduction of new equipment • translating ideas into action, for example contributing to the revision of a work instruction or Standard Operating Procedure

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> generating a range of options in response to workplace issues, for example, suggesting a range of alternatives for addressing food safety issues
Planning and organising	<ul style="list-style-type: none"> collecting, analysing and organising information, such as HACCP reports and testing results using basic business processes for planning and organising, for example, preparation of on-plant audits taking initiative and making decisions within workplace role for determining corrective actions managing time and priorities, such as meeting report deadlines and completing audit processes
Self-management	<ul style="list-style-type: none"> monitoring and evaluating own performance to ensure meat safety requirements are met efficiently taking responsibility for own work output
Learning	<ul style="list-style-type: none"> being receptive to learning new ideas and techniques, such as changed legislation or food safety standards learning in a range of settings, such as through formal training or informally from other workers learning new skills and techniques, for example, Refrigeration Index managing own learning to ensure currency, for example, by attending technical workshops or through internet research
Technology	<ul style="list-style-type: none"> using technology ,such as workplace machinery, computers and testing equipment demonstrating skilled use of workplace technology applying OH&S requirements when using technology

Packaging Rules

Packaging Rules

Complete twenty-eight units of competency in total.

- complete all sixteen core units of competency
- complete a minimum of three units from Group A
- complete a minimum of five units from Group B.

Qualification structure

Core units	
MTMCOR201 Maintain personal equipment A	MTMCOR403A Participate in OH&S risk control process

MTMCOR202 A	Apply hygiene and sanitation practices	MTMCOR404A	Facilitate hygiene and sanitation performance
MTMCOR203 A	Apply Quality Assurance practices	MTMP3003A	Handle animals humanely while conducting ante-mortem inspection
MTMCOR204 A	Follow safe work policies and procedures	MTMP3071C	Perform ante-mortem inspection and make disposition
MTMCOR205 A	Communicate in the workplace	MTMP3072C	Perform post-mortem inspection and make disposition
MTMCOR206 A	Overview the meat industry	MTMP3073B	Implement food safety program
MTMCOR401 C	Manage own work performance	MTMP408A	Inspect transportation container/vehicle
MTMCOR402 C	Facilitate Quality Assurance process	MTMPSR203A	Sharpen knives
Elective units			
Group A			
MTMP3042C	Prepare head for inspection	MTMP3077B	Perform offal Meat Hygiene Assessment
MTMP3046A	Prepare and present viscera for inspection	BSBFLM312C	Contribute to team effectiveness
MTMP3074B	Perform carcass Meat Hygiene Assessment	MSL904001A	Perform standard calibrations
MTMP3075B	Perform process monitoring for Meat Hygiene Assessment	MSL922001A	Record and present data
MTMP3076B	Perform boning room Meat Hygiene Assessment	MSL954001A	Obtain representative samples in accordance with sampling plan
Group B			
MTMP401B	Utilise refrigeration index	MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPS415A	Conduct an internal audit of a documented program

MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPS418A	Oversee export requirements
MTMP409A	Maintain abattoir design and construction standards	MTMPSR405C	Build productive and effective workplace relationships
MTMP410A	Oversee humane handling of animals	MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
MTMP411A	Inspect game meat	MTMPSR414A	Establish sampling program
MTMP412A	Inspect poultry	FDFAU4001A	Assess compliance with food safety programs
MTMP413A	Inspect ratites	FDFAU4003A	Conduct food safety audits
MTMPS411C	Monitor meat preservation process	FDFAU4002A	Communicate and negotiate to conduct food safety audits
MTMPS412C	Monitor and overview the production of processed meats and smallgoods	PSPREG412A	Gather and manage evidence

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMP3071C Perform ante-mortem inspection and make disposition	MTMP3003A Handle animals humanely while conducting ante-mortem inspection
MTMP3072C Perform post-mortem inspection and make disposition	MTMPSR203A Sharpen knives
MTMP3042C Prepare head for inspection	MTMPSR203A Sharpen knives
MTMP3046B Prepare and present offal for inspection	MTMPSR203A Sharpen knives
MTMP3074B Perform carcass Meat Hygiene Assessment	MTMPSR203A Sharpen knives
MTMPS4148B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UFCM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40311 Certificate IV in Meat Processing (Quality Assurance)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by Quality Assurance officers in abattoirs and smallgoods production enterprises.

Job roles

Job role titles covered by this qualification may include:

- Quality Assurance officer
- Quality Assurance supervisor
- Quality Assurance auditor
- Quality Assurance manager
- compliance manager.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- after completion of a Certificate II or III in Meat Processing
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Entry requirements

The following units must be completed prior to commencing this qualification:

- MTMCOR201A Maintain personal equipment
- MTMCOR204A Follow safe work policies and procedures
- MTMCOR202A Apply hygiene and sanitation practices
- MTMCOR205A Communicate in the workplace
- MTMCOR203A Apply Quality Assurance practices
- MTMCOR206A Overview the meat industry.

In addition, the trainee must have completed a minimum of twelve months relevant employment in a meat processing plant, or hold an appropriate qualification which provides background understanding of a Quality Assurance system.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at Level IV, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles, for example, the Meat Industry Microbiological Skill Set
- TAE40110 Certificate IV in Training and Assessment
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing).
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Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues or management concerns • speaking clearly and directly with other personnel, such as workers or management, and customers • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and AQIS directives • preparing written documentation, such as reports • using mathematical skills in areas such as graphing, calculation and prediction • sharing information with managers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when addressing Quality Assurance issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own Quality Assurance knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing food safety issues • identifying and utilising the strengths of other team members,

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> such as specialised technical knowledge providing coaching and mentoring support to new workers
Problem solving	<ul style="list-style-type: none"> developing practical and creative solutions to workplace problems, such as food safety issues showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction or implement corrective action using numeracy skills, such as prediction, calculation and graphing, to resolve problems resolving concerns raised by external groups, such as customers or regulatory authorities translating ideas into action by demonstrating suggestions initiating and developing innovative solutions, for example, alternative storage arrangements
Initiative and enterprise	<ul style="list-style-type: none"> adapting to new situations, such as changes to products or introduction of new equipment translating ideas into action, for example, contributing to the revision of a work instruction or Standard Operating Procedure generating a range of options in response to workplace issues, for example, suggesting a range of alternatives for addressing a corrective action
Planning and organising	<ul style="list-style-type: none"> collecting, analysing and organising information, such as HACCP reports and testing results using basic business processes for planning and organising, for example, preparation of on-plant audits taking initiative and making decisions within workplace role for determining corrective actions participating in continuous improvement and planning processes determining or applying required resources, for example, establishing an audit schedule managing time and priorities such as meeting report deadlines and completing audit processes adapting resource allocations to cope with contingences, for example, staff shortages
Self-management	<ul style="list-style-type: none"> monitoring and evaluating own performance to ensure meat safety requirements are met taking responsibility for own work output
Learning	<ul style="list-style-type: none"> being receptive to learning new ideas and techniques, such as changed legislation or food safety standards learning in a range of settings, such as through formal training or informally from other workers

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • learning new skills and techniques, for example, Refrigeration Index • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • contributing to the learning of others through support of professional development or informal processes • applying a range of learning approaches appropriate to individual and situational requirements
Technology	<ul style="list-style-type: none"> • using technology, such as workplace machinery, computers and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • applying technology as a management tool, for example, running production reports

Packaging Rules**Packaging Rules**

Complete twelve units of competency in total

- complete all six core units of competency
- complete six elective units of competency.

Up to two units may be substituted with units selected from another Certificate IV qualification in this Training Package, or another Training Package or accredited course. The selected units must be relevant to the nominated meat processing job and must not duplicate units already contained in the qualification.

Qualification structure

Core units	
MTMCOR401C Manage own work performance	MTMCOR404A Facilitate hygiene and sanitation performance
MTMCOR402C Facilitate Quality Assurance process	MTMPS415A Conduct an internal audit of a documented program
MTMCOR403A Participate in OH&S risk control process	MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system

Elective units			
MTMP401B	Utilise refrigeration index	MTMPSR408A	Specify beef product using AUS-MEAT language
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPSR409A	Specify sheep product using AUS-MEAT language
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPSR410A	Specify pork product using AUS-MEAT language
MTMP404B	Apply meat science	MTMPSR412A	Participate in product recall
MTMP405A	Conduct and validate pH/temperature declines to Meat Standards Australia standards	FDFAU4001A	Assess compliance with food safety programs
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	FDFAU4002A	Communicate and negotiate to conduct food safety audits
MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat	FDFAU4003A	Conduct food safety audits
MTMPS416A	Conduct statistical analysis of process	FDFAU4004A	Identify, evaluate and control food safety hazards
MTMPS417B	Manage/oversee an external audit of the establishment's quality system		

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM40411 Certificate IV in Meat Processing (General)

Modification History

Not Applicable

Description

This qualification covers work activities undertaken by workers at supervisory or post-trade level in the meat industry. It is designed to enable candidates to select a mix of technical and leadership units to suit their job roles and career requirements. This qualification is also designed to enable candidates to gain cross-sectoral experience in the meat industry.

Job roles

Job role titles covered by this qualification may include:

- meat retailing supervisor
- smallgoods production supervisor
- meat processing production supervisor
- responsible UCFM officer
- meat processing assessor
- lairage supervisor
- rendering supervisor.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- by direct entry with industry experience but without formal qualifications
- after completion of a trade qualification
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Meat Processing qualification at level IV, with credit for applicable units successfully completed
- approved Skill Sets to gain expertise in specific skilled job roles
- MTM50111 Diploma of Meat Processing
- MTM50211 Diploma of Meat Processing (Meat Retailing)
- TAE40110 Certificate IV in Training and Assessment.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

People working as industry assessors must address Australian Quality Training Framework (AQTF) requirements.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues or management concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation, such as work instructions, Standard Operating Procedures, Australian Standards and food safety regulations • preparing written documentation, such as reports • using mathematical skills, such as time and temperature • sharing information with co-workers, managers, customers and regulatory authorities
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with workers from another country • applying own technical knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as addressing food safety issues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as rostering issues • showing independence and initiative in identifying problems, for example, the need to revise and update a work instruction • working with a team to resolve a problem, for example, a production issue • using numeracy skills, such as graphing and charting, to resolve problems
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings or a change in processes to achieve better productivity
Planning and organising	<ul style="list-style-type: none"> collecting, analysing and organising information, such as HACCP reports using basic business processes for planning and organising, for example, production schedules taking initiative and making decisions within workplace role, for example, setting production levels managing time and priorities, such as meeting report deadlines and timely implementation of corrective actions participating in continuous improvement and planning processes, for example, Quality Assurance
Self-management	<ul style="list-style-type: none"> having and articulating own ideas and vision, for example, when contributing to company business planning processes monitoring and evaluating own performance to ensure company production requirements are met efficiently taking responsibility for work output within area of responsibility
Learning	<ul style="list-style-type: none"> being receptive to learning new ideas and techniques, such as changed work instructions, new equipment and processes learning in a range of settings, such as through formal training or informally from other workers learning new skills and techniques to adjust to production or equipment changes managing own learning to ensure currency, for example, by attending technical workshops or through internet research applying a range of learning approaches appropriate to individual and situational requirements
Technology	<ul style="list-style-type: none"> using technology, such as workplace machinery, computers and testing equipment demonstrating skilled use of workplace technology applying OH&S requirements when using technology adapting to new technology requirements, such as new software applying technology as a management tool, for example, running production reports and using spreadsheets

Packaging Rules

Packaging Rules

Complete eighteen units of competency in total.

- complete all ten core units of competency
- complete eight elective units of competency. At least one elective unit must be selected from Group A and one from at least one other Group.

Up to three of the eight technical units can be selected from a Certificate IV or Diploma from this or any other Training Package. Selected units must be relevant to the identified meat processing job and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
MTMCOR201A	Maintain personal equipment	MTMCOR204A	Follow safe work policies and procedures
MTMCOR202A	Apply hygiene and sanitation practices	MTMCOR205A	Communicate in the workplace
MTMCOR203A	Apply Quality Assurance practices	MTMCOR206A	Overview the meat industry
MTMCOR401C	Manage own work performance	MTMCOR403A	Participate in OH&S risk control process
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR404A	Facilitate hygiene and sanitation performance
Elective units			
Group A: Technical units			
MTMP401B	Utilise refrigeration index	MTMPS411C	Monitor meat preservation process
MTMP402B	Implement a Meat Hygiene Assessment program	MTMPS412C	Monitor and overview the production of processed meats and smallgoods
MTMP403B	Oversee plant compliance with the Australian Standards for meat processing	MTMPS414B	Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)
MTMP404B	Apply meat science	MTMPS416A	Conduct statistical analysis of process
MTMP405B	Conduct and validate pH/temperature declines to Meat Standards Australia standards	MTMPS418A	Oversee export requirements
MTMP409A	Maintain abattoir design	MTMPSR408A	Specify beef product using

	and construction standards		AUS-MEAT language
MTMP410A	Oversee humane handling of animals	MTMPSR409A	Specify sheep product using AUS-MEAT language
MTMP411A	Inspect game meat	MTMPSR410A	Specify pork product using AUS-MEAT language
MTMP412A	Inspect poultry	MTMPSR413A	Participate in ongoing development and implementation of a HACCP and Quality Assurance system
MTMP413A	Inspect ratites	MTMPSR414A	Establish sampling program
Group B: Management units			
MTMP406A	Develop and implement Quality Assurance program for a rendering plant	BSBINM401A	Implement workplace information system
MTMPSR401C	Coordinate contracts	BSBMGT402A	Implement operational plan
MTMPSR402C	Prepare and evaluate resource proposals	BSBMGT403A	Implement continuous improvement
MTMPSR403C	Facilitate achievement of enterprise environmental policies and goals	BSBMKG414B	Undertake marketing activities
MTMPSR406C	Manage and maintain a food safety plan	BSBRKG404A	Monitor and maintain records in an online environment
MTMPSR407A	Assess and evaluate meat industry requirements and processes	PSPREG412A	Gather and manage evidence
MTMPSR412A	Participate in product recall	SIRXFIN004A	Manage financial resources
MTMPS417A	Manage/oversee an external audit of the establishment's quality system	SIRXINV004A	Buy merchandise
BSBCUS402A	Address customer needs	SIRXINV005A	Control inventory
BSBHRM402A	Recruit, select and induct staff		
Group C: Leadership units			
MTMP407B	Supervise new recruits	BSBINN301A	Promote innovation in a team

			environment
MTMPSR404C	Foster a learning culture in a meat enterprise	BSBLED401A	Develop teams and individuals
MTMPSR405C	Build productive and effective workplace relationships	BSBWOR402A	Promote team effectiveness
MTMPSR411A	Lead communication in the workplace		
Group D: Auditing units			
MTMPS415A	Conduct an internal audit of a documented program	FDFAU4003A	Conduct food safety audits
FDFAU4001A	Assess compliance with food safety programs	FDFAU4004A	Identify, evaluate and control food safety hazards
FDFAU4002A	Communicate and negotiate to conduct food safety audits		
Group E: Training units			
TAEASS401A	Plan assessment activities and processes	TAEASS402A	Assess competence

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices
MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)	MTMCOR202A Apply hygiene and sanitation practices MTMCOR403A Participate in OH&S risk control process

MTM50111 Diploma of Meat Processing

Modification History

Not Applicable

Description

The qualification is for people who are in a management position or who have the potential to move into these positions. People who enter this qualification will usually have substantial experience in a meat industry sector, and will be seeking to improve their business expertise and experience.

People who are considering undertaking this qualification need to be aware that it requires extensive reading, writing of assignments and project work. Previous study at a minimum of Certificate IV level is good preparation for Diploma level study.

The Diploma qualification is designed for people who are already employed in the industry and who have the opportunity to draw upon workplace experiences and to carry out assignments and projects in the workplace.

Job roles

Job role titles covered by this qualification may include:

- production manager
- maintenance manager
- Quality Assurance manager
- foreperson
- shift manager
- departmental manager
- regulator
- senior supervisor.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- completion of a Certificate III or IV in Meat Processing
- completion of a trade qualification
- completion of a Bachelor degree
- by direct entry with industry experience but without formal qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM60111 Advanced Diploma of Meat Processing
- any other Diploma or Advanced Diploma qualification in a related industry area
- a Bachelor degree.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues, management or customer concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation, such as industry research outcomes, contracts, legislation and regulations • preparing written documentation, such as reports, market estimates and business proposals • using mathematical skills for purposes, such as budgeting and production estimates • sharing information with co-workers, managers, customers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when working with staff, customers and suppliers, during planning and addressing enterprise issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with colleagues from diverse backgrounds • applying own technical and managerial knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing industrial issues • identifying and utilising the strengths of other team members, such as specialised technical knowledge • providing coaching and mentoring support to colleagues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as production issues • showing independence and initiative in identifying problems, for example, identifying the establishment of a new competitor

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • working with a team to resolve a problem, for example, a biotechnology issue • testing assumptions and taking context into account, for example, testing the impact of a supply problem on capacity to meet customer commitments • using numeracy skills, such as calculation, estimation, and budget forecasting, to resolve problems • listening and resolving concerns in relation to workplace issues, for example, outcomes of a customer audit
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure • being creative and innovative in identifying opportunities and creating solutions, for example, seeking funding support for a proposal or assessing the viability of new technology • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings • developing a strategic, creative, long-term vision through research of the economic and political environment impacting the industry
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as peak body strategic plans, market forecasts and technical publications • using business processes for planning and organising, or developing business plans • taking initiative and making decisions within workplace role, for example, setting production levels • participating in continuous improvements processes, such as the enterprise Quality Assurance system • determining and applying resources, such as financial, human and physical resources • managing time and priorities, such as meeting customer deadlines • adjusting resource allocation to cope with contingencies, for example, loss of a customer contract or production delays
Self-management	<ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when contributing to company business planning processes • monitoring and evaluating own performance to ensure company requirements are addressed • taking responsibility for work outcomes of self and others within area of responsibility
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed legislation, food safety measures or product

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<p>specifications</p> <ul style="list-style-type: none"> • learning in a range of settings such as through formal training or informally from other workers or self-directed research • learning new skills and techniques to adjust to management or enterprise changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • applying a range of learning approaches appropriate to individual and situational requirements • contributing to the learning of others through support of professional development and informal learning processes
Technology	<ul style="list-style-type: none"> • using technology, such as computers, software packages and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • adapting to new technology requirements, such as new software • applying technology as a management tool, for example, running production reports or using spreadsheets

Packaging Rules**Packaging Rules**

Complete ten units of competency in total.

- Complete all four core units of competency
- Complete six elective units of competency.

Two of the elective units can be selected from a relevant Diploma or Advanced Diploma from this Training Package or any other Training Package or accredited course. Selected units must be relevant to meat industry and must not duplicate units already contained within the qualification.

Qualification structure

Core units	
MTMCOR401C Manage own work performance	MTMCOR403A Participate in OH&S risk control process
MTMCOR402C Facilitate Quality Assurance process	MTMCOR404A Facilitate hygiene and sanitation performance
Elective units	

MTMPS5603C	Develop, manage and maintain quality systems	MTMPS5610C	Manage transportation of meat, meat products and meat by-products
MTMPS5604C	Manage maintenance systems	MTMPSR5601C	Design and manage the food safety system
MTMPS5605C	Manage utilities and energy	MTMPSR5604C	Manage new product/process development
MTMPS5607C	Manage and improve meat industry plant operations	BSBFIM501A	Manage budgets and financial plans
MTMPS5608C	Manage environmental impacts of meat processing operations	BSBMGT605B	Provide leadership across the organisation
MTMPS5609C	Manage, maintain and continuously improve OH&S plans and systems	MSL916005A	Manage complex projects

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices

MTM50211 Diploma of Meat Processing (Meat Retailing)

Modification History

Not Applicable

Description

The qualification is for people who are in a management position or who have the potential to move into these positions. People who enter this qualification will usually have substantial experience in a meat retailing sector, and will be seeking to improve their business expertise and experience.

People who are considering undertaking this qualification need to be aware that it requires extensive reading, writing of assignments and project work. Previous study at a minimum of Certificate IV level is good preparation for Diploma level study.

The Diploma qualification is designed for people who are already employed in the industry and who have the opportunity to draw upon workplace experiences and to carry out assignments and projects in the workplace.

The four core units should not be offered separately when undertaking this qualification. They should be undertaken as embedded units. The four core units also contain prerequisite units from level II.

Job roles

Job role titles covered by this qualification may include:

- meat retailing chain manager
- supermarket meat department manager.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- completion of a Certificate III or IV in Meat Processing
- completion of a trade qualification
- completion of a Bachelor degree
- by direct entry with industry experience but without formal qualifications
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- MTM60111 Advanced Diploma of Meat Processing
- any other Diploma or Advanced Diploma qualification in a related industry area
- a Bachelor degree.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues, management or customer concerns • speaking clearly and directly with other personnel, such as workers, management and customers • reading and interpreting workplace documentation, such as industry research outcomes, contracts, legislation and regulations • preparing written documentation, such as reports, market estimates and business proposals • using mathematical skills for purposes, such as budgeting and production estimates • sharing information with co-workers, managers, customers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when working with staff, customers or suppliers during planning and when addressing business issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with colleagues from diverse backgrounds • applying own technical and managerial knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing industrial issues • identifying and utilising the strengths of other team members, such as specialised technical knowledge • providing coaching and mentoring support to colleagues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as production issues • showing independence and initiative in identifying problems, for example, identifying the emergence of a new competitor

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • working with a team to resolve a problem, for example, an oversupply issue • testing assumptions and taking context into account, for example, testing the impact of a supply problem on capacity to meet customer commitments • using numeracy skills, such as calculation, estimation, and budget forecasting, to resolve problems • listening and resolving concerns in relation to workplace issues, for example, outcomes of a food safety audit
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations such as changes to product availability or introduction of new equipment • translating ideas into action, for example, revising a work instruction or Standard Operating Procedure • being creative and innovative in identifying opportunities and creating solutions, for example, seeking funding support for a proposal or assessing the viability of new technology • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings • developing a strategic, creative, long-term vision through research of the economic and political environment impacting the enterprise
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as peak body strategic plans, market forecasts and technical publications • using business processes for planning and organising for developing business plans • taking initiative and making decisions within workplace role, for example, determining display arrangements • participating in continuous improvement processes, such as the enterprise Quality Assurance system • determining and applying resources, such as financial, human and physical resources • managing time and priorities, such as meeting customer deadlines or regulatory reporting requirements • adjusting resource allocations to cope with contingencies, for example, sudden changes to customer flow or impact of a media report
Self-management	<ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when developing company business planning processes • monitoring and evaluating own performance to ensure company requirements are addressed • taking responsibility for work outcomes of self and others within area of responsibility

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed legislation, food safety measures or product specifications • learning in a range of settings, such as through formal training or informally from other workers • learning new skills and techniques to adjust to management or changed customer preferences • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • applying a range of learning approaches appropriate to individual and situational requirements • contributing to the learning of others through support of professional development and informal learning processes
Technology	<ul style="list-style-type: none"> • using technology, such as computers, software packages and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • adapting to new technology requirements, such as new software • applying technology as a management tool, for example, running enterprise reports or using spreadsheets

Packaging Rules**Packaging Rules**

Complete ten units of competency in total.

- complete all four core units of competency
- complete six elective units of competency.

Two of the elective units can be selected from a relevant Diploma or Advanced Diploma from this Training Package or any other Training Package or accredited course. Selected units must be relevant to meat industry and must not duplicate units already contained within the qualification.

Qualification structure

Core units			
MTMCOR401C	Manage own work performance	MTMCOR403A	Participate in OH&S risk control process
MTMCOR402C	Facilitate Quality Assurance process	MTMCOR404A	Facilitate hygiene and sanitation performance

Elective units			
MTMR501A	Develop and assess a meat retailing business opportunity	BSBMGT617A	Develop and implement a business plan
MTMPSR5601C	Design and manage the food safety system	BSBMKG502B	Establish and adjust the marketing mix
MTMPSR5604C	Manage new product/process development	SIRXCLM002A	Manage store facilities
BSBCOM501B	Identify and interpret compliance requirements	SIRXMGT005A	Set strategic plans
BSBFIM501A	Manage budgets and financial plans	SIRXMGT006A	Initiate and implement change

Units with prerequisite units

Units with prerequisite units

The following units from this qualification contain prerequisite units.

Unit	Prerequisite
MTMCOR401C Manage own work performance	MTMCOR205A Communicate in the workplace
MTMCOR403A Participate in OH&S risk control process	MTMCOR204A Follow safe work policies and procedures
MTMCOR402C Facilitate Quality Assurance process	MTMCOR203A Apply Quality Assurance practices
MTMCOR404A Facilitate hygiene and sanitation performance	MTMCOR202A Apply hygiene and sanitation practices

MTM60111 Advanced Diploma of Meat Processing

Modification History

Not Applicable

Description

The qualification is for people who are in a management position and who seek to move into senior positions within their own enterprise or in related industry originations. People who enter this qualification will usually have substantial experience in a meat industry sector, and will be seeking to improve their business expertise and experience, and broader knowledge and understanding of the industry.

People who are considering undertaking this qualification need to be aware that it requires extensive reading, research capability, writing of assignments and project work.

The MTM60111 Advanced Diploma of Meat Processing is designed for people who are already employed in the industry and who have the opportunity to draw upon workplace experiences and to carry out assignments and projects in the workplace.

Job roles

Job role titles covered by this qualification may include:

- plant manager
- project officer
- peak organisation representative.
-

Pathways Information

Pathways into the qualification

Pathways into the qualification may be:

- completion of a Diploma of Meat Processing
- completion of a Bachelor degree
- through Recognition of Prior Learning.

This qualification is suited to Australian Apprenticeship pathways.

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- any other Diploma or Advanced Diploma qualification in a related industry area
- a Graduate Certificate/Diploma in Agribusiness
- a post-graduate qualification.
-

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Entry requirements

The following units must be completed prior to commencement of this qualification:

- MTMCOR403A Participate in OH&S risk control process
- MTMCOR401C Manage own work performance
- MTMCOR404A Facilitate hygiene and sanitation performance
- MTMCOR402C Facilitate Quality Assurance process
-

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by the meat industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described for each Employability Skill are representative of the meat industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • listening and interpreting worker issues, management, industry or customer concerns • speaking clearly and directly with other personnel, such as workers, management, regulators and customers • reading and interpreting workplace documentation, such as industry research outcomes, contracts, legislation and regulation • preparing written documentation, such as reports, market estimates and business proposals • using mathematical skills for purposes, such as budgeting and production estimates • sharing information with co-workers, managers, customers and regulatory authorities • applying negotiation, persuasion and assertiveness skills when working with staff, customers or suppliers, during planning and addressing enterprise issues
Teamwork	<ul style="list-style-type: none"> • working effectively as an individual as well as in a work team • working effectively with colleagues from diverse backgrounds • applying own technical and managerial knowledge to assist other members of the work team • using teamwork skills in a range of situations, such as when addressing industry-wide issues, for example, labour shortages • identifying and utilising the strengths of other team members, such as specialised technical knowledge

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • providing coaching and mentoring support to colleagues
Problem solving	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems, such as issues of supply and production • showing independence and initiative in identifying problems, for example, identifying the potential impact of the establishment of a new competitor • working with a team to resolve a problem, for example, a disease outbreak • testing assumptions and taking context into account, for example, testing the impact of a supply problem on capacity to meet customer commitments • using numeracy skills, such as calculation, estimation, and budget forecasting, to resolve problems • listening and resolving concerns in relation to workplace issues, for example, outcomes of a customer audit
Initiative and enterprise	<ul style="list-style-type: none"> • adapting to new situations, such as changes to customer specifications or introduction of new equipment • translating ideas into action, for example, introducing and trialling automated equipment • being creative and innovative in identifying opportunities and creating solutions, for example, seeking funding support for a proposal or assessing the viability of new technology • identifying opportunities that might not be obvious to others, for example, a change of supplier to achieve cost savings • developing a strategic, creative, long-term vision through research of the economic and political environment impacting the industry
Planning and organising	<ul style="list-style-type: none"> • collecting, analysing and organising information, such as peak body strategic plans, market forecasts and technical publications • using business processes for planning and organising for developing business plans • taking initiative and making decisions within workplace role, for example, setting production levels • participating in continuous improvement processes, such as the enterprise Quality Assurance system • determining and applying resources, such as financial, human and physical resources • managing time and priorities, such as meeting customer deadlines • adjusting resource allocation to cope with contingencies, for example, loss of a customer contract, production delays or staff shortages

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Self-management	<ul style="list-style-type: none"> • having and articulating own ideas and vision, for example, when undertaking company business planning processes • monitoring and evaluating own performance to ensure company requirements are addressed • taking responsibility for work outcomes of self and others within area of responsibility
Learning	<ul style="list-style-type: none"> • being receptive to learning new ideas and techniques, such as changed legislation, food safety measures or product specifications • learning in a range of settings, such as through formal training, independent research or informally from colleagues • learning new skills and techniques to adjust to industry or customer changes • managing own learning to ensure currency, for example, by attending technical workshops or through internet research • applying a range of learning approaches appropriate to individual and situational requirements • contributing to the learning of others through support of professional development and informal learning processes
Technology	<ul style="list-style-type: none"> • using technology, such as computers, software packages and testing equipment • demonstrating skilled use of workplace technology • applying OH&S requirements when using technology • adapting to new technology requirements, such as new software • applying technology as a management tool, for example, running production reports or using spreadsheets

Packaging Rules

Packaging Rules

Complete a total of ten units of competency.

- a minimum of five units must be selected from Group A
- a minimum of three units must be selected from Group B.

Two of the elective units can be selected from a relevant Diploma or Advanced Diploma from this Training Package or any other Training Package or accredited course. Selected units must be relevant to meat industry and must not duplicate units already contained within the qualification.

Qualification requirements

Group A - Elective units			
MTMPS5603C	Develop, manage and maintain quality systems	BSBCOM501B	Identify and interpret compliance requirements
MTMPS5604C	Manage maintenance systems	BSBFIM501A	Manage budgets and financial plans
MTMPS5605C	Manage utilities and energy	BSBMGT605B	Provide leadership across the organisation.
MTMPS5607C	Manage and improve meat industry plant operations	BSBMGT617A	Develop and implement a business plan
MTMPS5608C	Manage environmental impacts of meat processing operations	BSBMKG502B	Establish and adjust the marketing mix
MTMPS5609C	Manage, maintain and continuously improve OH&S plans and systems	MSL916005A	Manage complex projects
MTMPS5610C	Manage transportation of meat, meat products and meat by-products	SIRXCLM002B	Manage store facilities
MTMPSR5601C	Design and manage the food safety system	SIRXMGT005A	Set strategic plans
MTMPSR5604C	Manage new product/process development	SIRXMGT006A	Initiate and implement change
MTMR501A	Develop and assess a meat retailing business opportunity		
Group B - Elective units			
MTMPSR601A	Benchmark to manage/improve enterprise performance	MTMPSR607A	Analyse and develop enterprise systems for new opportunities
MTMPSR602A	Monitor and manage organisational legal responsibilities	MTMPSR608A	Establish new markets
MTMPSR603A	Manage meat processing systems to maintain and improve product quality	BSBDIV601A	Develop and implement diversity policy

MTMPSR604A	Manage effective operation of meat enterprise cold chain and refrigeration systems	BSBFIM601A	Manage finances
MTMPSR606A	Assess and purchase livestock		

MTM70111 Vocational Graduate Certificate in Agribusiness

Modification History

Not Applicable

Description

This qualification provides a general vocational outcome in agribusiness. It reflects the role of individuals who apply substantial specialised knowledge and skills to the managerial role in an organisation or business area. In these roles they make significant high-level independent judgements in major planning, research, design, operational, compliance and management functions within highly varied or specialised agribusiness contexts.

The agrifood industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Job roles

Occupational titles may include:

- senior manager
- export/marketing manager
- research and development manager
- processing systems manager
- compliance and systems manager.
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Pathways Information

Pathways into the qualification

Candidates may enter the qualification through a number of entry points which demonstrate their potential to undertake study at graduate level, including:

- an Advanced Diploma or Diploma qualification relevant to an agrifood industry
- relevant extensive vocational experience in middle management in an agrifood industry at a skill level commensurate with the AQF level VI attributes and criteria
- higher education qualification (e.g. Bachelor Degree), with relevant vocational experience in an agrifood industry.

This qualification is suited to Australian Apprenticeship pathways

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- a Graduate Diploma of Agribusiness
- a post-graduate qualification.
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Industry/enterprise requirements for this qualification include:

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • interacting and negotiating in a range of cross-cultural contexts in relation to the business of the enterprise • developing collaborative relationships and cultivating new and existing partnerships • consulting with stakeholders to question, clarify issues, seek opinions and elicit feedback • developing plain English written text which deals with complex issues and concepts
Teamwork	<ul style="list-style-type: none"> • leading a team, workgroup or unit and being aware of employee needs and requirements • building trust, confidence, respect and cooperation within and between teams • leading and motivating a team in establishing productive networks, partnerships and other relationships • creating a collective responsibility for innovation and changes in practice to respond to new technology, market needs or other business factors
Problem solving	<ul style="list-style-type: none"> • identifying, collecting, analysing and interpreting data using a variety of research and data collection methods • analysing business data using data analysis and decision-making techniques to produce information for the business • undertaking risk assessment, reviewing feedback and planning improvement to business operations • working with teams with diverse emotional and multiple intelligences and thinking skills • systematically evaluating strategic inputs, processes and outputs of the business • developing strategies to implement new procedures and technology within the business
Initiative and enterprise	<ul style="list-style-type: none"> • influencing and shaping strategic thinking and inspiring others through a shared vision • promoting innovation and entrepreneurial thinking • seeking and developing new business opportunities • applying new procedures and technology to improve business performance
Planning and organising	<ul style="list-style-type: none"> • applying advanced project management techniques, including quality management and risk management

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • preparing and lodging reports in accordance with organisational and business requirements • setting business targets and identifying resource requirements • establishing information management systems, and business policies and procedures • developing and implementing business strategies • reviewing business performance
Self-management	<ul style="list-style-type: none"> • developing and substantiating own views and ideas • providing leadership in OH&S practice, ethical standards, legislative requirements and governance • reviewing own personal and professional competence against personal development objectives • supporting and using participative arrangements aimed at establishing trust
Learning	<ul style="list-style-type: none"> • reflecting upon and evaluating personal leadership style, and personal and professional competence • identifying and applying multiple perspectives and interpretations, and appropriate protocols and language in culturally diverse contexts • contributing to the learning of others in the organisation
Technology	<ul style="list-style-type: none"> • analysing and implementing technological and system requirements • applying foundation skills in using standard desktop applications • reviewing and implementing improved electronic business systems and networks within the organisation • using technology, including the internet, to access current legislative and regulatory requirements, codes of practice and industry guidelines • applying business management and project management software and tools • using communication and information technology to record, monitor and analyse data • conducting online research to obtain information about market opportunities

Packaging Rules

Packaging Rules

Complete four elective units of competency, made up of:

- three units of competency from Group A (business leadership stream)
- one unit of competency from either Group A, not previously selected, or Group B (technical stream), or from a relevant Vocational Graduate Certificate or Diploma from this Training Package or any other Training Package or accredited course. The selected unit must not duplicate units already contained within the qualification.

Qualification structure

Group A Elective Units: Business leadership stream	
MTMBUS701A Manage financial performance	BSBDES701A Research and apply design theory
MTMBUS702A Provide strategic leadership	MSACMG701A Prepare for and implement change
MTMBUS703A Communicate and negotiate in a culturally diverse context	MSACMG706A Build relationships between teams in a manufacturing environment
MTMBUS704A Develop and enhance collaborative partnerships and relationships	NWP704A Lead a project development
Group B Elective Units: Technical stream	
MTMBUS705A Develop and manage international business operations	MTMPSR606A Assess and purchase livestock
MTMBUS706A Commercialise research and technology product/idea	NWP706A Review and evaluate water and wastewater sustainability objectives
BSBCOM601B Research compliance requirements and issues	NWP707A Analyse and review water treatment plant technology

MTM80111 Vocational Graduate Diploma of Agribusiness

Modification History

Not Applicable

Description

This qualification provides a general vocational outcome in agribusiness. It reflects the role of individuals who apply substantial specialised knowledge and skills to the senior managerial and leadership role in an organisation or business area. In these roles they are required to generate and evaluate complex ideas, and to initiate, design and execute the major planning, research, design, operational, compliance and management functions within highly varied or specialised agribusiness contexts. Typically, they would have full responsibility and accountability for the personal output and work of others.

The agrifood industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Job roles

Occupational titles may include:

- general manager/chief executive officer
- senior manager
- export/marketing manager
- research and development manager
- processing systems plant manager
- compliance and systems manager.
-

Pathways Information

Pathways into the qualification

Candidates may enter the qualification through a number of entry points which demonstrate their potential to undertake study at graduate level, including:

- an Advanced Diploma or Diploma qualification relevant to an agrifood industry
- relevant extensive vocational experience in middle management in an agrifood industry at a skill level commensurate with the AQF level VI attributes and criteria
- higher education qualification (e.g. Bachelor Degree), with relevant vocational experience in an agrifood industry.

This qualification is suited to Australian Apprenticeship pathways

Pathways from the qualification

After achieving this qualification, candidates may undertake:

- a post-graduate qualification.
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Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations

Units of competency in this qualification do not require a licence or certification.

Entry Requirements

Not Applicable

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Industry/enterprise requirements for this qualification include:

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • modelling and leading open, collaborative and appropriate relationships and cultivating new partnerships • consulting with target groups and stakeholders using an extensive range of communication techniques • presenting and explaining ideas and information creatively to meet audience needs • using active listening and negotiating in a range of cross-cultural contexts • developing plain English written text which deals with complex issues and concepts
Teamwork	<ul style="list-style-type: none"> • providing strategic leadership during change and negotiation processes • generating, promoting and sustaining innovation and change within the organisation • cultivating collaborative and participative work relationships • building trust, confidence, respect and cooperation within and between teams
Problem solving	<ul style="list-style-type: none"> • assessing challenges and risks at a strategic level and developing appropriate responses • identifying, collecting, analysing and interpreting data using a variety of research and data collection methods • analysing business data using data analysis and decision-making techniques to produce information for the business • undertaking risk assessment, seeking feedback and planning improvement to business operations • working with teams with diverse emotional and multiple intelligences and thinking skills • systematically evaluating strategic inputs, processes and outputs of the business • developing strategies to respond to system, personnel and technological problems and opportunities
Initiative and enterprise	<ul style="list-style-type: none"> • conducting situational analysis • influencing and shaping strategic thinking and inspiring others through a shared vision • promoting innovation and entrepreneurial thinking, and exploring and identifying innovation activity and needs in the business context

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> identifying emerging business opportunities
Planning and organising	<ul style="list-style-type: none"> framing research strategies in consideration of available resources initiating, designing and managing an applied research project setting business targets and identifying resource requirements establishing and monitoring information management systems, and business policies and procedures developing and implementing business strategies reviewing business performance
Self-management	<ul style="list-style-type: none"> conducting research to develop capability and enhance learning acting as a role model in the workplace leading sustainable innovative practices providing leadership in OH&S practice, ethical standards, legislative requirements and governance reviewing own personal and professional competence against personal development objectives supporting and using participative arrangements aimed at establishing trust
Learning	<ul style="list-style-type: none"> promoting a culture of ongoing learning and development within the organisation reflecting upon and evaluating personal leadership style, and personal and professional competence identifying and applying multiple perspectives and interpretations, and appropriate protocols and language in culturally diverse contexts
Technology	<ul style="list-style-type: none"> using a wide range of technologies (online or computer-based) analysing and assessing the potential of new technology solutions to improve organisational outcomes using technology to discover, access, store, manage and report on research using basic desktop applications for business and project management using recordkeeping and reporting systems

Packaging Rules

Packaging Rules

Complete eight elective units made up of:

- three units from Group A (business leadership stream level VII)

- one unit from either Group A, not previously selected, or Group B (technical stream level VII), or from a relevant Vocational Graduate Certificate from this Training Package or any other Training Package or accredited course (the selected unit must not duplicate units already contained within the qualification)
- three units from Group C (business leadership stream level VIII)
- one unit from Group D (technical stream level VIII) or from any other group, or from a relevant Vocational Graduate Diploma from this Training Package or any other Training Package or accredited course (the selected unit must not duplicate units already contained within the qualification).

Qualification structure

Group A Elective Units: Business leadership stream (level VII)	
MTMBUS701A Manage financial performance	BSBDES701A Research and apply design theory
MTMBUS702A Provide strategic leadership	MSACMG701A Prepare for and implement change
MTMBUS703A Communicate and negotiate in a culturally diverse context	MSACMG706A Build relationships between teams in a manufacturing environment
MTMBUS704A Develop and enhance collaborative partnerships and relationships	NWP704A Lead a project development
Group B Elective Units: Technical stream (level VII)	
MTMBUS705A Develop and manage international business operations	MTMPSR606A Assess and purchase livestock
MTMBUS706A Commercialise research and technology product/idea	NWP706A Review and evaluate water and wastewater sustainability objectives
BSBCOM601B Research compliance requirements and issues	NWP707A Analyse and review water treatment plant technology
Group C Elective Units: Business leadership stream (level VIII)	
MTMBUS803A Analyse data for business decision making	BSBRES801A Initiate and lead applied research
BSBINN801A Lead innovative thinking and practice	MSACMG803A Develop models of future state manufacturing practice
Group D Elective Units: Technical stream (level VIII)	

MTMBUS801A Manage change to organisational electronic technology systems	MTMBUS802A Undertake research project
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MTMSS00001 Animal Welfare Officer Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	The Units of Competency comprising the Animal Welfare Officer Skill Set are drawn from AQF levels II and IV in the Abattoirs qualifications, and can be counted towards other abattoirs qualifications, where this is in accordance with the qualification requirements.
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MTMP2006B Apply animal welfare and handling requirements</p> <p>MTMP410A Oversee humane handling of animals</p>
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Target Group

Target Group	<p>Typically the Animal Welfare Officer is a company employee who manages the company's animal welfare team and therefore is able to:</p> <ul style="list-style-type: none"> understand and articulate the regulatory and technical issues associated with animal welfare in a processing plant represent the company with regard to the approach taken to address animal welfare issues on plant influence company policies, procedures, training regimes, Key Performance Indicators (KPIs) and Quality Assurance (QA) documentation as they relate to processes impacting on animal welfare review, as part of their duties, the results of the routine monitoring of processes impacting on animal welfare review the results of internal and external audits to assess the performance of the company in relation to animal welfare oversee the implementation of corrective actions and preventative measures monitor the effectiveness of corrective actions and preventative measures implement animal welfare assessment criteria and perform an abattoir animal welfare assessment recognise operative training needs and implement training for animal handlers.
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	<p>This Skill Set from the MTM11 Australian Meat Industry Training Package meets the industry requirements for managing animal welfare in an Australian meat processing plant.</p>
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MTMSS00005 Basic Meat Industry Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	The Units of Competency comprising the Basic Meat Industry Skill Set are drawn from AQF levels I and II in the qualifications, and can be counted towards other qualifications, where this is in accordance with the qualification requirements.
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MTMCOR204A Follow safe work practices</p> <p>MTMCOR202A Apply hygiene and sanitation practices</p>
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Target Group

Target Group	<p>Typically the trainee is a new employee commencing work in the meat industry who will be able to:</p> <p>work safely, demonstrating knowledge and application of the Occupational Health and Safety (OH&S) requirements of the workplace</p> <p>fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel</p> <p>follow workplace OH&S policies and procedures</p> <p>follow workplace requirements for hazard identification and risk control</p> <p>follow emergency procedures</p> <p>operate machinery safely</p> <p>apply the personal hygiene and sanitation practices required of workers in a meat establishment</p> <p>clean their own work area and equipment during operations</p> <p>identify sources of contamination and spoilage</p> <p>follow workplace's hygiene and sanitation requirements.</p>
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	<p>This Skill Set from the MTM11 Australian Meat Industry Training Package meets the industry requirements for working safely and applying hygiene and sanitation requirements for commencing workers in the Australian meat industry.</p>
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MTMSS00018 Game Harvester Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	The Units of Competency comprising the Game Harvester Skill Set are drawn from AQF level II and III in the meat processing qualifications, and can be counted towards other meat processing qualifications, where this is in accordance with the qualification requirements.
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MTMG300A Overview wild game meat industry</p> <p>MTMG301A Operate a game harvesting vehicle</p> <p>MTMG302A Eviscerate, inspect and tag wild game carcase in the field</p> <p>MTMG306A Use firearms to harvest wild game</p> <p>MTMCOR202A Apply hygiene and sanitation practices</p> <p>MTMPSR203A Sharpen knives</p>
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Target Group

Target Group	Game harvesters who field shoot wild game animals, including macropods, possums, camels, horses, deer, feral goats and wild boar, for further processing.
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	This Skill Set from the MTM11 Australian Meat Industry Training Package meets the industry requirements for shooters harvesting wild game animals.
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MTMSS00019 Game Industry Depot Management Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	The Units of Competency comprising the Game Industry Depot Management Skill Set are drawn from AQF levels II and III in the meat processing qualifications, and can be counted towards other meat processing qualifications, where this is in accordance with the qualification requirements.
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MTMG300A Overview wild game meat industry</p> <p>MTMG303A Receive and inspect wild game carcasses from the field</p> <p>MTMG305A Store wild game carcasses</p> <p>MTMCOR202A Apply hygiene and sanitation practices</p> <p>MTMPS204C Maintain production records</p> <p>MTMP2132C Loadout meat product</p>
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Target Group

Target Group	<p>The target group for this skill set is game depot managers responsible for the receipt, chilling, storage and loadout of wild game carcasses from chiller boxes. However, individual Units are applicable to operators responsible for the receipt of wild game carcasses directly from the field and into a processing plant.</p>
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	<p>This Skill Set from the MTM11 Australian Meat Industry Training Package meets the industry requirements for managing the receipt, chilling, storage and loadout of wild game carcasses at chiller boxes.</p>
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MTMSS00020 Game Pre-dressing Inspection Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	The Units of Competency comprising the Game Pre-dressing Inspection Skill Set are drawn from AQF levels II and III in the meat processing qualifications, and can be counted towards other meat processing qualifications where this is in accordance with the qualification requirements.
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MTMG300A Overview wild game meat industry</p> <p>MTMG304A Receive and inspect wild game carcasses at a processing plant</p> <p>MTMCOR202A Apply hygiene and sanitation practices</p>
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Target Group

Target Group	<p>The nominated and authorised operator responsible for the inspection of wild game carcasses prior to processing at a game processing plant. The operator may or may not also be responsible for the receipt of carcasses into the plant, the weighing of carcasses and the keeping of detailed records.</p>
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	<p>This Skill Set from the MTM11 Australian Meat Industry Training Package meets the industry requirements for those operators responsible for performing a pre-dressing inspection on wild game carcasses at a wild game processing plant.</p>
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MTMSS00038 Meat Industry Microbiological Testing Skill Set

Modification History

Not Applicable

Description

Not Applicable

Pathways Information

Pathway	<p>Applicant students would preferably have completed <i>Certificate III in Meat Processing (General)</i> which includes some of the Units required. Alternatively, applicant students will have substantial experience at a meat processing plant, including work in Quality Assurance (QA) or a laboratory, and have demonstrated skills commensurate with AQF III.</p> <p>These competencies can provide credit towards:</p> <p>MSL44109 Certificate IV in Laboratory Techniques (Meat Processing) and</p> <p>MSL54109 Diploma of Laboratory Technology (Meat Processing)</p> <p>Qualifications from the vocational training and education sector articulate directly into tertiary qualifications, so advanced standing would be given towards a degree level qualification.</p>
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Licensing/Regulatory Information

Not Applicable

Skill Set Requirements

Units	<p>MSL933001A Maintain the laboratory/field workplace fit for purpose</p> <p>MSL973002A Prepare working solutions</p> <p>MSL973003A Prepare culture media</p> <p>MSL973004A Perform aseptic techniques</p> <p>MSL933004A Perform calibration checks on equipment and assist with its maintenance</p> <p>MSL934003A Maintain and control stocks</p> <p>MSL935002A Assist in the maintenance of reference materials</p> <p>MSL953001A Receive and prepare samples for testing</p> <p>MSL974006A Perform biological procedures</p> <p>MSL973007A Perform microscopic examination</p> <p>MSL974004A Perform food tests</p> <p>MSL975001A Perform microbiological tests</p> <p>MSL924001A Process and interpret data</p> <p>MSL925001A Analyse data and report results</p> <p>MSL935003A Authorise the issue of test results</p>
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Target Group

Target Group	This Skill Set is for meat industry laboratory workers who are required to perform rapid tests for pathogens as described in the Australian Quarantine Inspection Service (AQIS) approved methods for microbiological testing of meat and meat products.
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Suggested words for Statement of Attainment

Suggested words for Statement of Attainment	These Units from the MSL09 Laboratory Operations Training Package meet the requirements for conducting rapid tests for pathogens in meat processing laboratories as described in the Australian Quarantine Inspection Service (AQIS) approved methods for microbiological testing of meat and meat products.
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MTMBUS701A Manage financial performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to manage financial performance in an organisation or business unit.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Leaders in agri-business are typically required to forecast future financial resource needs, analyse current asset performance and capacity to a standard expected in a commercial environment, and to set business targets. There will be a requirement to manage compliance mechanisms, to manage financial risk within agreed plans and mechanisms, and to monitor compliance with financial projections.</p> <p>This unit will have specific relevance for leaders or managers working in a competitive commercial environment.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Forecast future financial resource needs</p>	<p>1.1. The capacity of existing financial <i>systems</i> is established and assessed.</p> <p>1.2. <i>Financial data</i> and business system requirements are forecasted.</p> <p>1.3. Forecasted requirements are analysed.</p> <p>1.4. Budget forecasts are prepared and planned according to organisational and <i>statutory requirements</i>.</p> <p>1.5. Recommendations for budget expenditure or for modification of existing projections are prepared and presented.</p>
<p>2. Analyse current asset performance and capacity</p>	<p>2.1. The costs of, and returns from, assets and liabilities are analysed using <i>standard accounting reports</i> identifying the extent of the debt and equity financing.</p> <p>2.2. <i>Management responsibilities</i> and <i>legal requirements</i> for reporting are identified in consultation with relevant organisational staff.</p> <p>2.3. Financial reports and <i>key information</i> are analysed and interpreted.</p> <p>2.4. The effects of financial decisions on the ability of the organisation to meet planned outcomes in relation to a <i>specific activity</i> or <i>specified timeframe</i> are analysed and evaluated.</p>
<p>3. Set business targets and compliance mechanisms</p>	<p>3.1. <i>Comparative and trend information</i> is collected and needs for future budget and associated resources confirmed.</p> <p>3.2. Consultation on relevant short-term and long-term needs is completed.</p> <p>3.3. Resources are allocated against the budget to maximise organisation's performance.</p> <p>3.4. Accurate and up-to-date records of resource allocation and usage are maintained according to <i>organisational requirements</i>.</p> <p>3.5. Management systems which enable timely collection, management and processing of information are developed and reviewed.</p> <p>3.6. Records of budget performance and expenditure are completed and accurately reported according to organisational procedures and statutory requirements.</p> <p>3.7. Budget audit mechanisms and compliance requirements are evaluated and improved, as</p>

ELEMENT	PERFORMANCE CRITERIA
	required.
4. Manage financial risk	4.1. Financial <i>risk</i> factors are identified and analysed. 4.2. Financial risks are documented and managed according to organisational policies and procedures. 4.3. Procedures are implemented to review financial <i>risk management</i> activities regularly.
5. Monitor compliance with financial projections	5.1. Deviations from budgets that generate an adverse affect on budget objectives are identified. 5.2. Action plans to remedy significant deviations from budget objectives and projections are promptly developed. 5.3. <i>Financial documentation</i> is monitored and reviewed against organisational objectives. 5.4. Budget priorities are revised and renewed to meet operational contingencies and risk management. 5.5. Costs to targets set in the budget are managed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify and analyse potential risks of any type
- identify financial information and to follow relevant accounting procedures
- apply decision making skills
- use interpersonal skills to:
 - maintain appropriate relationships with colleagues
 - establish trust
 - value and be open to, the opinions of others
 - work as part of a team
 - listening actively
- negotiate effectively
- timetable and schedule reports and lodgements
- use problem-solving, initiative and enterprise skills to prepare budgets and to

REQUIRED SKILLS AND KNOWLEDGE

- monitor their implementation
- use research skills to identify asset management valuations
- apply applicable professional standards
- manage risk

Required knowledge

Knowledge of:

- accounting, financial statements and cash flow
- communication processes and methods
- compliance requirements
- cost of capital, capital structure and working capital
- finance and investment decisions
- goal of financial resource management
- legislation, codes and by-laws relevant to the organisation's operations
- principles of finance management
- relevant legislation
- risk and return

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • preparing a financial resource plan/budget • monitoring and managing financial resources over a full planning cycle • effectively communicating financial reports and operational execution • making adjustments to changing circumstances and responding to unusual situations • knowledge of relevant legislation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to workplace contractual and procurement documentation • competence is consistently demonstrated over time, and over a range and variety of situations • access to appropriate documentation and resources normally used in the workplace • access to an appropriate operating environment.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • completion of applied projects or learning activities, such as budget preparation, analysis and reporting, preparation of financial forecasts, and review and analysis of costs • direct observation of contextual application of skills • oral or written questioning to assess knowledge of risk and return • review of documentation displaying compliance with professional and regulatory standards for financial management.
Guidance information for	Holistic assessment with other units relevant to the

EVIDENCE GUIDE

assessment	industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Systems</i> are defined as:	<ul style="list-style-type: none"> • a detailed description/depiction of how organisations relate to their environments and how they process information through strategic and tactical management to develop actual operating procedures • electronic financial management systems used by the organisation.
<i>Financial data</i> may include:	<ul style="list-style-type: none"> • Australian Bureau of Statistics (ABS) economic data • balance sheet • benchmarks or trend analysis • budget variances • budgets and forecasts • cash flow/profit reports • financial/operational statements and reports (e.g. expenditures and receipts, and profit and loss statements) • financial markets monitoring services (e.g. Reuters) • income statements • market valuations.
<i>Statutory requirements</i> may include:	<ul style="list-style-type: none"> • delegated authorities • internal control procedures • reporting periods • taxation payment timings.

RANGE STATEMENT	
<i>Standard accounting reports</i> may include:	<ul style="list-style-type: none"> • deprival asset valuations • direct and indirect allocation • discounted cash flows • impact statements • internal rate of return • net present value • pay back break even periods • pro-rata and percentage apportionment • rates of return.
<i>Management responsibilities</i> may include:	<ul style="list-style-type: none"> • organisational policies, procedures, guidelines, ethical and/or professional standards.
<i>Legal requirements</i> may include:	<ul style="list-style-type: none"> • private sector requirements, such as: <ul style="list-style-type: none"> • Australian Accounting Standards (SAC 1, 2, Framework AASB1001) • Corporations Act 2001 • GST and income tax reporting • public sector requirements, such as: <ul style="list-style-type: none"> • Financial Administration and Audit Act 1977 • Financial Management Standard 1997.
<i>Key information</i> may include:	<ul style="list-style-type: none"> • gross profit • net profit • return on investment • for public or not-for-profit organisations: <ul style="list-style-type: none"> • best use of resources • surplus/deficit against budget • value for money.
<i>A specific activity</i> might include:	<ul style="list-style-type: none"> • significant project (e.g. new product line) • introduction of new technology • partnership arrangement with another organisation • introduction of a new customer.
<i>A specified time frame</i> may:	<ul style="list-style-type: none"> • be long enough to be able to undertake a meaningful impact evaluation of an activity (e.g. over a period of several months or a full planning cycle) • cover the lifetime of a specific project.
<i>Comparative and trend information</i> includes:	<ul style="list-style-type: none"> • benchmarks as agreed • business activity

RANGE STATEMENT	
	<ul style="list-style-type: none"> • brand value • expenses • leverage • liquidity • profitability • return on equity • sales • wages.
Organisational requirements may include:	<ul style="list-style-type: none"> • financial analysis assessments • financial management manuals • legal and organisational policies, guidelines and requirements • Occupational Health and Safety (OH&S) policies, procedures and programs • price and exchange parameters • quality assurance and/or procedures manuals • recording and filing systems • reporting requirements • standard financial analysis techniques.
Risks may include:	<ul style="list-style-type: none"> • damage to property/equipment • environmental • equipment/system failures • financial/economic loss/failure • industrial disputation • market changes • natural disasters • OH&S (e.g. disease) • contamination • political events • product failure • professional incompetence • security failure (e.g. criminal or terrorist activities).
Risk management is:	<ul style="list-style-type: none"> • the process of identifying potential negative events and developing plans to mitigate or minimise the likelihood of the negative event occurring and/or the consequences in the event it does occur.
Financial documentation may include:	<ul style="list-style-type: none"> • balance sheets • budgetary analysis

RANGE STATEMENT	
	<ul style="list-style-type: none"> • electronic forms • financial year reports • forecasts and estimates • operating statements • order and supplier documentation • returns on investments • spreadsheets • taxation and statutory returns.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS702A Provide strategic leadership

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to analyse and improve personal leadership style and professional competence, and to lead organisational strategic development and deployment. The unit also covers leading transformational practices, cultivating collaborative practices, and providing strategic leadership in a dynamic context.</p> <p>No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers wishing to develop strategic capabilities. Their effectiveness is based on professional expertise and personal integrity, and they act as a role model for others.</p> <p>The unit may relate to learning activities within a small to medium sized organisation or a significant unit of activity in a large organisation.</p> <p>Leaders must be able to respond strategically and act as leaders of change. They seek to improve competitive advantage through transformation of individual, team and operational capabilities.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Reflect on personal effectiveness and <i>efficacy</i>	<p>1.1.Strategies are identified and applied to create a culture that encourages and allows for the receiving and giving of effective feedback.</p> <p>1.2.<i>Personal efficacy</i> and attainment of professional and personal development objectives and priorities are reviewed regularly.</p> <p>1.3.Capacity as a role model is reviewed in terms of ability to build trust, confidence and respect of diverse and <i>relevant individuals and groups</i>.</p> <p>1.4.Personal efficacy and capability to build an effective organisational and workplace culture are evaluated.</p> <p>1.5.Personal effectiveness in developing the competence required to achieve operational <i>responsibilities</i> is analysed and evaluated.</p> <p>1.6.Personal responsibility for environmental sustainability is modelled and developed in others.</p>
2. Lead in a transformational manner	<p>2.1.Transformational leadership practices are applied in a given context.</p> <p>2.2.Empathy in personal communication relationships and day-to-day leadership role is demonstrated.</p> <p>2.3.Leadership is demonstrated, which is inclusive and respectful of individual differences.</p> <p>2.4.Own potentially <i>disruptive emotions and impulses</i> are controlled and appropriately regulated.</p> <p>2.5.Work-based relationships are managed effectively.</p>
3. Cultivate collaborative thinking	<p>3.1.Judgement and commonsense are displayed when undertaking day-to-day leadership role.</p> <p>3.2.Relevant legislation, information and intelligence sources are analysed when evaluating business opportunities.</p> <p>3.3.Personal expertise and relevant individuals are drawn upon to achieve strategic results.</p> <p>3.4.Contributions from relevant individuals are sought and encouraged.</p> <p>3.5.Collaborative communication and learning approaches are used to model and encourage such practices in the workplace.</p> <p>3.6.Collaborative and participative work relationships are cultivated.</p>
4. Provide strategic	4.1.Organisational direction and values are conveyed

ELEMENT	PERFORMANCE CRITERIA
leadership during change processes	<p>positively to relevant individuals and <i>relevant stakeholders</i>.</p> <p>4.2. Impact and role of leadership during organisational change is analysed.</p> <p>4.3. Capacity and competence of relevant individuals are analysed and confirmed consistent with their ability to contribute to change processes and plans.</p> <p>4.4. Learning and communication solutions are developed to address problems and <i>risks</i> arising for individuals during organisational change.</p> <p>4.5. <i>Leadership styles</i> are identified and approaches developed to best respond to the impact of change on people and processes.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use problem-solving, initiative and enterprise skills to:
 - direct, motivate, consult and delegate appropriate to the circumstances
 - collect, analyse and interpret data using a range of methods
 - shape strategic thinking and inspire others through a shared vision
 - work with teams with diverse emotional and multiple intelligences and thinking (cognition) skills
- use teamwork skills to lead a team, workgroup or unit, being aware of employee needs and requirements
- use provide leadership in occupational health and safety (OHS) practice, ethical standards, legislative requirements and governance
- review own personal and professional competence against personal development objectives
- support and use participative arrangements aimed at establishing trust
- to:
 - maintain appropriate relationships with colleagues and others
 - value and be open to the opinions of others
 - work as part of a team

REQUIRED SKILLS AND KNOWLEDGE

- model collaborative communication and learning
- use active listening and negotiation skills
- encourage participation across all levels of personnel and clients
- seek opinions and elicit feedback from a range of stakeholders
- develop plain English written texts which deal with complex ideas and concepts
- use workplace technology.

Required knowledge

Knowledge of:

- relevant legislation that affects the business operation, especially in regard to OHS and environmental issues, Equal Employment Opportunity (EEO) and anti-discrimination, industrial relations and regulatory requirements
- organisation mission, purpose and values
- organisation objectives, plans and strategies
- leadership styles
- personal development planning methodologies
- data collection methods
- external environment scanning relating to social, political, economic, regulatory and technological developments
- emotional intelligence and its relationship to individual and team effectiveness
- organisational transformation and the management of the stages of change
- organisational design and building in responsiveness to changes in customer or market conditions
- environmental sustainability principles.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • capacity to improve own development, personal leadership style and self-management skills • demonstrated application of leadership style and approach appropriate to individuals involved, outcomes being sought and context • knowledge of relevant legislation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • competence is consistently demonstrated over time, and over a range and variety of complex tasks/projects and situations • resources normally used in the workplace, such as organisational policies and procedures, and relevant legislation • access to clients.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • series of workplace activities and projects developed and implemented as part of the organisation's strategic development • review of applied projects and learning activities, such as reports and case studies • direct observation of contextual application and presentations to a range of stakeholders • oral or written questioning to assess knowledge of leadership styles • analysis of personal reflection and self-awareness of leadership styles and impact of this approach on task

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • completion and others • review of personal development plan.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Efficacy</i> may include:	<ul style="list-style-type: none"> • accurately reflecting and performing self-assessment • having self-confidence • recognising personal emotional responses in a given context.
<i>Personal efficacy</i> may include:	<ul style="list-style-type: none"> • accessibility • adaptability to change • decisiveness • flexibility • personal performance appraisal • self-analysis.
<i>Relevant individuals and groups</i> may include:	<ul style="list-style-type: none"> • employees and staff • employers • government agencies and departments • industry associations and employer bodies • industry representatives • national Industry Skills Councils (ISCs) • professional associations • regulatory, licensing and compliance authorities • research agencies

RANGE STATEMENT	
	<ul style="list-style-type: none"> • students • state and territory industry training advisory bodies (ITABs) • subject or technical specialists and experts • trade unions • universities.
Responsibilities may include:	<ul style="list-style-type: none"> • clarifying who is to be accountable for a decision or action prior to its execution • identifying groups, individuals and activities for which a person has management responsibility.
Controlling and appropriately regulating disruptive emotions and impulses may include:	<ul style="list-style-type: none"> • avoiding personal responses that may be insensitive or inappropriate in a given context • managing disruptive emotions and impulses • positively shaping interpersonal relationships • self-control.
Relevant stakeholders may include:	<ul style="list-style-type: none"> • administrative and regulatory bodies • coordinators, teachers, assessors, coaches, mentors and support staff • experts • industry, employees, employers, professional and peak bodies or associations • public or private sector enterprises • students • suppliers and business partners • training and assessment organisations.
Risks may include:	<ul style="list-style-type: none"> • issues, concerns or actions likely to result in a negative outcome, such as preventing the organisation from meeting its objectives • likely consequences of such an event on organisational performance and business continuity management.
Leadership style will usually be differentiated by five classical approaches:	<ul style="list-style-type: none"> • autocratic (non-participative) • charismatic flexibility • democratic (participative) • laissez faire (free reign) • paternalistic.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS703A Communicate and negotiate in a culturally diverse context

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to communicate and negotiate in multicultural business contexts which require an understanding of diverse cultures.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers who need to apply sound cross-cultural communication and negotiation strategies in their business practice and to develop these skills in others. They will be negotiating with other organisations in areas such as marketing, partnership negotiations or commercial agreements. These organisations could be onshore or offshore.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse own organisation's cross-cultural business practices using theoretical models of culture	1.1. Key elements of <i>culture</i> and <i>cultural diversity</i> from a range of perspectives are defined. 1.2. The organisation's cultural practices in comparison to other cultures are analysed. 1.3. Identified improvements to practices are identified and applied and awareness of issues are raised. 1.4. Strengths and limitations of theoretical models of culture and diversity are identified.
2. Evaluate cultural features of selected countries relevant to the organisation's business requirements	2.1. <i>Significant events</i> that have shaped the identity of selected countries are described. 2.2. <i>Key characteristics of business systems</i> in selected countries are researched and profiled. 2.3. Broad <i>cultural differences in business behaviour</i> in selected countries are analysed and described. 2.4. Distinguishing features of <i>business practices</i> in selected countries are researched and evaluated.
3. Develop cross-cultural awareness strategies, and communication and negotiation skills in a cross-cultural business setting	3.1. Ways in which <i>cultural norms in the workplace</i> impact business practices are identified and communicated. 3.2. Potential impact of improved cross-cultural awareness on business interactions is evaluated. 3.3. Formal and informal coaching and training strategies are applied to improve organisational cross-cultural communication practices and strategies. 3.4. Negotiation strategies are identified and applied to address business requirements in a cross-cultural setting. 3.5. Appropriate criteria and strategies are determined to evaluate effectiveness of communication and negotiation in a cross-cultural business setting.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- interact and negotiate in a range of cross-cultural contexts in relation to the business of the enterprise
- interact appropriately with partners, customers, governments and other stakeholders
- use identify the cultural approach of the organisation
- use identify the strengths and weaknesses in models of cultural analysis
- use initiative and enterprise skills to take account of cultural contexts, similarities and differences in cross-cultural communication
- apply learning to identify and apply multiple perspectives and interpretations, and appropriate protocols and language
- research academic theories of culture and to present them in plain English
- use problem-solving skills to negotiate in difficult and complex situations
- communicate and negotiate through an interpreter in a culturally appropriate manner
- work effectively with groups and teams
- research online and to use libraries for gaining knowledge and information about culture

Required knowledge

Knowledge of:

- communication styles and methods, and cultural protocols for use with people from a range of countries
- definitions of culture and cultural diversity based on a number of theoretical models
- cultural bias inherent in any conceptual model of culture
- implicit and explicit similarities and differences within and between countries and cultures
- important cultural features of selected countries
- Occupational Health and Safety (OH&S) protocols for interactions with people at work, particularly duty of care requirements
- personal cultural assumptions shaping expectations and outcomes
- sources of assistance for international visitors, including location of and access to interpreters
- special types of communications for the cross-cultural business environment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • applying cross-cultural knowledge and protocols • effectively communicating with diverse groups and individuals in the work environment • knowledge of communication styles and methods, and cultural protocols for use with people from a range of backgrounds.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • activities are related to a business context • access to workplace context in which cross-cultural communication and negotiation skills are required.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate in researching issues in business • evaluation of supervisor's reports on how the candidate applies knowledge of culture and cultural diversity • analysis of projects, responses to problem-based case studies/related tasks, completed records and reports developed by the candidate • review of analysis of interaction between the key elements of culture and cultural diversity • review of evaluation of business practices in selected countries • evaluation of formal and informal coaching and training strategies applied to improve organisational cross-cultural communication practices and strategies • oral or written questioning to assess knowledge of personal cultural assumptions shaping expectations and outcomes.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Culture is:

- *The set of distinctive spiritual, material, intellectual and emotional features of society or a social group. It encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs. Culture is at the heart of contemporary debates about identity, social cohesion, and the development of a knowledge-based economy.*
(UNESCO Universal Declaration on Cultural Diversity 2002).

Cultural diversity is:

- *The uniqueness and plurality of the identities of the groups and societies making up humankind.*
(UNESCO Universal Declaration on Cultural Diversity 2002).

Significant events may include:

- cultural
- economic
- historical
- physical and geographic
- political
- religious.

Key characteristics of business systems may include:

- legislative and economic structure
- public and private company ownership
- market access

RANGE STATEMENT	
	<ul style="list-style-type: none"> • trade and other business agreements • cultural, religious and secular influences • participation profile and levels.
<i>Cultural differences in business behaviour</i> may include:	<ul style="list-style-type: none"> • communication styles: <ul style="list-style-type: none"> • differences in tentativeness and politeness, confidence and assertiveness • gender differences and acceptance • value given to, and conventions for, questioning of knowledge • ways of arguing (e.g. linear and direct, non-linear and indirect) • concepts of competition and fairness • pedagogical models and practices • stakeholder roles and power relationships.
<i>Business practices</i> may include:	<ul style="list-style-type: none"> • acceptability of conflict and mechanisms for conflict resolution • communication channels and modes • industrial relations • legal and ethical practices • maintaining 'face' • negotiations • protocols • relationships.
<i>Cultural norms in the workplace</i> may include:	<ul style="list-style-type: none"> • communication practices • levels of formality • pedagogical practices • roles and relationships.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMBUS704A Develop and enhance collaborative partnerships and relationships

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop and enhance collaborative partnerships and relationships with business, community and industry stakeholders. The unit also covers communicating to influence others, enhancing new and existing partnerships, establishing positive collaborative relationships, leading the establishment of a partnership program and establishing reporting mechanisms.
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers working in an enterprise where collaborative partnerships and relationships are used to build capabilities. It includes forming partnerships or other collaborative arrangements to achieve improved product, marketing, workforce development, business outcomes or community relationships.</p> <p>Enterprise leaders gain the respect of colleagues, contacts, clients and the community through demonstrating professionalism in all aspects of their work. This professionalism is underpinned by their management expertise and effective interpersonal and communication skills.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify and analyse existing partnerships and relationships with <i>stakeholders</i></p>	<p>1.1. Key existing <i>business partnerships</i> and relationships are identified and analysed.</p> <p>1.2. Outcomes to be achieved from existing business partnerships and relationships are identified.</p> <p>1.3. <i>Indicators</i> and <i>feedback processes</i> are analysed to evaluate the health of the partnership arrangements.</p> <p>1.4. Strategies are developed and implemented to enhance the effectiveness of existing partnerships and relationships.</p>
<p>2. Lead the establishment of a new or renegotiated partnership program</p>	<p>2.1. Outcomes to be achieved from a new or renegotiated business partnership are established.</p> <p>2.2. <i>Relevant organisational policies and procedures</i> in partnership plan are identified and addressed.</p> <p>2.3. Relevant legal requirements are identified and incorporated into planning of the partnership.</p> <p>2.4. Partnership program is formed using collaborative and consultative processes.</p> <p>2.5. <i>Resource requirements</i> are planned and allocated to accomplish the partnership program.</p> <p>2.6. Relevant organisational policies and procedures relating to the partnership are established.</p> <p>2.7. Work activities are organised and allocated in a cost-effective and equitable manner with clear, quantifiable and agreed <i>performance standards</i>.</p>
<p>3. Communicate to influence relevant individuals and stakeholders</p>	<p>3.1. Trust, confidence and support from relevant individuals and other stakeholders are generated by demonstrating a high standard of personal performance and conduct.</p> <p>3.2. <i>Communication strategies</i> to represent the organisation positively to media, local community and stakeholders are implemented.</p> <p>3.3. Decisions are made in consultation with relevant stakeholders and relevant individuals, where appropriate.</p> <p>3.4. Individuals are empowered to develop their own ways of working within agreed boundaries of competence, cultural, <i>diversity</i> and <i>organisational and legal requirements</i>.</p> <p>3.5. A range of <i>influencing strategies</i> are used to increase commitment from staff and stakeholders to achieve organisational requirements and to</p>

ELEMENT	PERFORMANCE CRITERIA
	contribute to desired culture. 3.6. Selected community and/or professional engagements are undertaken that project a positive image of the organisation to the broader community and stakeholders.
4. Establish and implement <i>reporting mechanisms</i> for partnership program	4.1. Establish reporting systems against planned partnership outcomes are established. 4.2. Reporting systems to report partnership outcome are implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- Use analysis and interpretation skills to:
 - evaluate organisational information management systems, policies and procedures
 - select relevant evaluation information and documentation
 - identify any potential and current non-compliance
 - access and interpret organisation's standards and values
 - analyse records or notes of the evaluation process
 - analyse business, political, economic and organisational contexts influencing the nature and impact of partnership arrangements
 - make judgements relating to the success and deficiencies of existing arrangements
 - generate and evaluate ideas through the analysis of information and concepts at an abstract level
- use initiative and enterprise skills to initiate and establish collaborative partnerships and relationships
- used interpersonal and communication skills to negotiate, question, direct, listen and investigate, network and clarify issues
- use planning and organising skills to:
 - research and evaluate validation processes, and to determine and implement improvements to these processes

REQUIRED SKILLS AND KNOWLEDGE

- develop and establish agreement to plans
- use problem-solving skills to undertake risk assessment, review feedback and plan improvements
- lead and motivate a team in establishing productive networks, partnerships and other relationships

Required knowledge

Knowledge of:

- relevant legislation that affects the business operation, especially in regard to Occupational Health and Safety (OH&S) and environmental issues, Equal Employment Opportunity (EEO) and anti-discrimination, industrial relations, food safety and trade
- organisation mission, purpose and values
- organisation objectives, plans and strategies
- leadership techniques, including:
 - leadership styles
 - emotional intelligence and its relationship to individual and team effectiveness
 - organisational transformation and the management of the stages of change
 - personal development planning methodologies
 - strategies to evaluate and analyse effectiveness of personal performance
- data collection methods
- external environment scanning relating to social, political, economic and technological developments
- models for effective consultation and collaboration within a partnership
- organisational design and building in responsiveness of operations to change in customer or market conditions
- risk assessment and monitoring strategies

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • demonstrated capacity to foster partnerships, conduct stakeholder consultation and use strategic and personally enhancing communication skills • demonstrated capacity to use accepted strategies and assess and analyse personal performance • developing collaborative approaches to enhance individual, team and organisational outcomes • initiating and implementing external partnerships in line with relevant regulatory, employment and organisational requirements • knowledge of relevant policies, legislation, codes of practice and national standards • strategies to evaluate and enhance effectiveness of partnership arrangements.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • competence is consistently demonstrated over time in a workplace context, and over a range and variety of situations • access to required assessment facilities and resources.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • review of applied projects or learning activities, especially relating to formation of professional networks and stakeholder consultation in relation to forming partnerships • direct observation of contextual application of skills • submission of a portfolio of evidence, including previous work forging partnerships • oral or written questioning to assess knowledge of

EVIDENCE GUIDE	
	development of industry partnerships.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • administrative and regulatory bodies • community organisations • employees • industry, employees, employers, professional and peak bodies or associations • public or private sector enterprises.
<i>Business partnerships</i> may:	<ul style="list-style-type: none"> • be informal • be physical or virtual (e.g. online) • involve a formal agreement • involve one or more enterprises, and training and assessment organisations • include sponsorship or community funding agreements • involve mergers, supply agreements, joint ventures, research and development partnerships.
<i>Indicators</i> may include:	<ul style="list-style-type: none"> • employees • employers • government agencies and departments • industry associations, employer bodies and professional associations • industry representatives • media reports

RANGE STATEMENT	
	<ul style="list-style-type: none"> • national Industry Skills Councils (ISCs) • regulatory and licensing authorities • research agencies • technical specialists or experts • unions • universities.
<i>Feedback processes</i> may include:	<ul style="list-style-type: none"> • formal complaints or suggestions procedures • formal-informal • independent audits • management audits/workplace checks • surveys • virtual or physical • whistleblower policy.
<i>Relevant organisational policies and procedures</i> may include:	<ul style="list-style-type: none"> • access and equity • client services • confidentiality requirements • ethical standards • fees and payment schedule • grievance and appeals processes • staff recruitment, induction and ongoing development and monitoring • human resources policies and procedures and legal requirements, including anti-discrimination, EEO and OH&S • administrative and records management systems relating to: <ul style="list-style-type: none"> • contract manager • document version control • maintenance, retention, archiving, retrieval, storage and security of records • personnel responsible for analysing statistics and data to ensure organisation complies with relevant standards across all of its operations • privacy and access to information and records • reporting and recording requirements and arrangements • supervisors and managers • union and employee representatives • users of information, such as finance

RANGE STATEMENT	
	personnel, human resources personnel and employers.
Resource requirements may include:	<ul style="list-style-type: none"> • additional staff • distribution costs • equipment • production costs • promotional costs • research and development • re-tooling • staff training.
Performance standards may:	<ul style="list-style-type: none"> • be based on contractual requirements • be described as Key Performance Indicators • specify personal or task outcomes • span short-term or long-term outcomes • specify strategic and operational outcomes.
Communication strategies may include:	<ul style="list-style-type: none"> • conducting presentations • developing and applying interview and interpersonal communication protocols • developing and circulating marketing materials • developing promotional materials and product descriptions • initiating and conducting a public communication strategy.
Diversity includes difference in:	<ul style="list-style-type: none"> • age • belief systems and values • culture • expertise, experience and working styles • gender • interpersonal style • interests • language, literacy and numeracy • physical differences • politics • race • religion • sexual orientation • thinking and learning styles.
Organisational and legal requirements may include:	<ul style="list-style-type: none"> • collaborative and partnership arrangements and agreements (e.g. memoranda of understanding)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • confidentiality and privacy requirements • licensing requirements • requirements of awards and enterprise bargaining agreements • requirements of endorsed Training Packages • requirements of other relevant federal and state/territory legislation (e.g. OH&S, anti-discrimination, workplace and industrial relations, workers compensation, and apprenticeships and traineeships) • requirements set by professional associations • requirements set by quality systems.
<i>Influencing strategies</i> may include:	<ul style="list-style-type: none"> • debate • dialogue • discussion • formal and informal techniques • levels of participation • moderated negotiations • networking • providing encouragement to staff to undertake activities that develop their personal competence and performance • resolving conflict in a fair, equitable and collaborative manner • strategies applied face-to-face or collectively.
<i>Reporting mechanisms</i> may include:	<ul style="list-style-type: none"> • internal organisational recording and reporting systems • record keeping policies and procedures • community notices and newsletters • financial reporting for funding and payments from funding bodies • OH&S incident reporting systems • performance agreements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS705A Develop and manage international business operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to operate businesses in increasingly international contexts. The unit brings together many of the functional aspects of business and operationalises them in an international business environment and context.</p> <p>No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers who perform or oversee the business functions of an enterprise within an international business context.</p> <p>The unit may relate to a small to medium size enterprise or a significant business unit within a large enterprise.</p> <p>Business leaders and managers must be able to understand and respond to the international environment within which a business operates and the factors which affect business activity.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify and analyse impacts of international factors on the business operation and functions</p>	<p>1.1. Core activities, customer base, business values and current business direction are confirmed.</p> <p>1.2. Performance data from all areas of the business is reviewed to identify strengths, weaknesses and critical success factors relevant to international business activity.</p> <p>1.3. Trends and developments having an impact on international business activity are identified and analysed for their potential impact on the business.</p> <p>1.4. Comparative international market information is gathered and analysed as a basis for reviewing business performance.</p>
<p>2. Investigate international business opportunities in the areas of investment, trade, finance and workforce development</p>	<p>2.1. Market intelligence is gathered from available sources and documented.</p> <p>2.2. Current capabilities and resources are identified and assessed to identify areas for improvement or exploitation within international markets.</p> <p>2.3. International market performance of existing and potential competitors and their products or services is analysed to identify potential opportunities or threats within international business markets.</p> <p>2.4. Legal, ethical and environmental constraints of the international market are identified and analysed for their effect on international business activity.</p> <p>2.5. Current and emerging needs in international markets that link positively to the business's strengths or capabilities are identified.</p> <p>2.6. The needs of the business in terms of changes required to address an international market opportunity are identified.</p>
<p>3. Operate international business activities</p>	<p>3.1. Available international business positioning strategies are identified and a strategy chosen to meet marketing requirements and the consumer profile, including the culture of profiled groups.</p> <p>3.2. A positioning implementation plan is developed in accordance with organisational requirements.</p> <p>3.3. International business options are identified and strategies for products, pricing, sourcing, logistics, promotion and distribution developed.</p> <p>3.4. The international business payment, investment capital, accounting and taxation issues, options and proposed strategies are identified.</p> <p>3.5. Financial compliance requirements associated with international business activity are identified for relevant</p>

ELEMENT	PERFORMANCE CRITERIA
	<p><i>international finance regulations.</i></p> <p>3.6. Documentation requirements for export are identified and prepared.</p> <p>3.7. The investment, trade, financial, taxation and workforce risks in the international business operation are identified and contingency strategies developed.</p> <p>3.8. Operational plans to address the international business activity are developed or amended in accordance with organisational requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use analytical skills to identify potential risks and opportunities, and assess market dynamics
- use culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- make decisions
- use interpersonal skills to:
 - maintain appropriate relationships with colleagues
 - establish trust
 - value and be open to, the opinions of others
 - work as part of a team
 - listening actively
 - demonstrate cultural sensitivity
- negotiate effectively
- use planning and organisation skills to develop and implement business strategies
- use problem-solving, initiative and enterprise skills to seek and develop international business opportunities
- use research skills to identify trends and international business opportunities
- manage risk
- use a range of tools to monitor business performance

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- relevant legislation, codes of practice and standards that affect international business
- nature and scope of international business
- international trade and investment theory
- international monetary system and balance of payments
- foreign exchange and financial markets
- national trade and investment policy
- co-operation between nations: legal and political forces
- cultural-interpersonal relations and human resource management
- strategic management
- modes of entry and strategic alliances
- organisational design and control
- international marketing and operations management
- international finance, accounting and taxation

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • knowledge of the key concepts of international business and how to apply them within an enterprise • capacity to effectively integrate international business challenges and opportunities within and across functional areas of business • knowledge of key trends in international business.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • competence is consistently demonstrated over time, and over a range and variety of complex tasks/projects and situations • access to resources normally used in the workplace, such as organisational policies and procedures, and relevant legislation.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • series of workplace activities and projects developed and implemented as part of the organisation's business development and management • review of applied projects and learning activities, such as reports and case studies • direct observation of contextual application • oral or written questioning to assess knowledge.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Performance data</i> may include:	<ul style="list-style-type: none"> • accidents • complaints • coverage • faults • penetration • production time and cost • profitability • sales • share • warranties.
<i>Areas of the business</i> may include:	<ul style="list-style-type: none"> • finance • marketing • overseas representatives or branches of the organisation • personnel • production.
<i>Trends and developments</i> may include:	<ul style="list-style-type: none"> • changes in technology • demographic trends • ecological/environmental trends • economic trends (local, regional, national and international) • government activities (e.g. interest rates and deregulation) • industrial trends • political events (e.g. wars, internal conflicts and forthcoming elections) • social and cultural factors.
<i>Comparative international market information</i> may include:	<ul style="list-style-type: none"> • benchmarking against Australian performance • best practice information • inter-firm comparison data

RANGE STATEMENT	
	<ul style="list-style-type: none"> • international benchmarking.
<i>Sources</i> may include:	<ul style="list-style-type: none"> • business advisory services • commercial sources of market intelligence provided by specialists and consultants • databases • financial institutions • information from Austrade and state/territory government agencies, and chambers of commerce • internet • new networking opportunities • official statistics • peers • professional/trade associations and publications.
<i>Capabilities and resources</i> may include:	<ul style="list-style-type: none"> • situational factors: <ul style="list-style-type: none"> • 24-hour operation • age and life of business equipment • capacity of equipment relative to current output • communications • competence of staff relative to business needs • human and financial resources • industrial relations climate • level of technology • location/position • transport distribution channels • intangibles: <ul style="list-style-type: none"> • brand • 'feel good' factor • image • perceived quality or value • service • social acceptability • style.
<i>Opportunities</i> may include:	<ul style="list-style-type: none"> • consideration of applications and costings for trademarks, patents and standards accreditation • cooperative ventures • extending, expanding or otherwise changing an

RANGE STATEMENT	
	<ul style="list-style-type: none"> existing business • franchising • joint ventures • new products or services for existing markets • new products or services for new international settings or within other regions of existing international settings • potential for greater penetration of existing markets with existing products or services • strategic alliances.
<i>Legal, ethical and environmental constraints</i> may include:	<ul style="list-style-type: none"> • Australian, international and local context of legal and ethical obligations • codes of practice • cultural expectations and influences • ethical principles • legislation • policies and guidelines • regulations • social responsibilities (e.g. protection of children and environmental issues) • societal expectations.
<i>Positioning strategies</i> may include:	<ul style="list-style-type: none"> • competitive positioning • conspicuous positioning • image perceptions • market follower positions • market leader positions • me-too positioning • prestige and exclusive positioning • repositioning • service positioning • value positioning.
<i>Marketing requirements</i> may include:	<ul style="list-style-type: none"> • business-to-business marketing • direct marketing • ideas marketing • marketing of goods • public sector marketing • services marketing • telemarketing.
<i>International finance regulations</i> may include:	<ul style="list-style-type: none"> • Australian government regulatory authorities • international organisations and bodies

RANGE STATEMENT	
	<ul style="list-style-type: none"> regulatory authorities in overseas countries.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS706A Commercialise research and technology product/idea

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to undertake the fundamentals of commercialisation of a product/idea from the initial concept to the launching of the product/idea (or innovation) and then to full production.</p> <p>Competency requires developing the skills and knowledge to successfully research, analyse, cost and develop a business opportunity for a product/idea. The skill to manage the commercialisation as well as evaluate the success or otherwise of the process is also required.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers responsible for the development of a commercialisation strategy for an innovative product or technique which has been developed through research.</p> <p>Leaders undertaking product commercialisation will investigate and negotiate the legal and partnership implications of commercialisation, undertake market testing and develop the commercialisation strategy.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Investigate commercialisation options	1.1. Product/innovation to be commercialised is described. 1.2. Innovation alignment is analysed against organisation's innovation objectives. 1.3. Market opportunities are researched, analysed and tested . 1.4. Optimum business structure and funding options are investigated.
2. Develop commercialisation proposal	2.1. Resourcing requirements are determined. 2.2. Marketing plan is developed. 2.3. Supply chain strategy is determined. 2.4. Strategies for managing Intellectual Property (IP) are determined. 2.5. Environmental sustainability impacts of proposed product/idea are determined. 2.6. Risk mitigation plan is developed. 2.7. Proposal modifications are negotiated with key stakeholders.
3. Prepare for implementation	3.1. Project implementation plan is developed. 3.2. Monitoring process is determined. 3.3. Required business processes are established and developed. 3.4. Project team is assembled.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • analyse market trends • budget, including forecasting, capacity and asset analysis, setting targets and compliance mechanisms • negotiate licensing IP (in and out), contractual supply chain arrangement and

REQUIRED SKILLS AND KNOWLEDGE

partnerships

- use communication skills to:
 - maintain appropriate relationships with colleagues and others
 - value and be open to the opinions of others
 - work as part of a team
 - model collaborative communication and learning
 - use active listening and negotiation skills
 - present and negotiate proposals
 - seek opinions and elicit feedback from a range of stakeholders
 - develop plain English written texts which deal with complex ideas and concepts
- generate and evaluate ideas through the analysis of information and concepts at an abstract level
- provide strategic leadership during change and negotiation processes
- use problem-solving, initiative and enterprise skills to:
 - direct, motivate, consult and delegate appropriate to the circumstances
 - collect, analyse and interpret data using a range of methods
 - shape strategic thinking and inspire others through a shared vision
 - work with teams with diverse emotional and multiple intelligences and thinking (cognition) skills
- provide leadership in occupational health and safety (OHS) practice, ethical standards and legislative requirements
- review own personal and professional competence against personal development objectives
- support and use participative arrangements aimed at establishing trust

Required knowledge

Knowledge of:

- business strategies and legal requirements underpinning trademarks, copyright and patents
- commercial environment analysis techniques, such as Strengths, Weaknesses, Opportunities, Threats (SWOT)/TOWS
- market testing strategies and techniques
- strategies to analyse and assess the upstream and downstream implications of an innovation
- risk assessment strategies and techniques
- team selection, management and support strategies
- legal requirements underpinning partnership arrangements, contracts and taxation
- environmental sustainability principles

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • capacity to develop, negotiate and structure an agreed commercialisation strategy • demonstrated application of leadership style and approach appropriate to individuals involved, outcomes being sought and context • knowledge of relevant legislation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • assessment over a sufficient timeframe to allow holistic assessment of the candidate's capacity to lead the development of a commercialisation strategy • resources normally used in the workplace, such as organisational policies and procedures, and relevant legislation • access to stakeholders, potential partners and clients.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • series of workplace activities and projects developed and implemented as part of the organisation's commercialisation strategy • review of applied projects and learning activities, such as reports and case studies • direct observation of contextual application and presentations to a range of stakeholders • oral or written questioning to assess knowledge of commercialisation strategies and techniques.
Guidance information for	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,</p>

EVIDENCE GUIDE**assessment**

for example, with other units in the qualification in which this unit is packaged.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Describing the product/innovation will include:

- providing detailed background information
- identifying the benefit and assumptions made when approval was given to develop the innovation
- preparing reports, summaries, demonstrations and promotional materials to suit a variety of audiences
- preparing responses to questions, issues and technical queries from current and prospective stakeholders.

Market testing may include:

- consumer sampling and testing strategies
- franchising pre-production ordering
- identifying routing opportunities, such as:
 - partner options
 - licensing
- regulatory compliance.

Funding options may include:

- government (local, state, territory and federal) development grants
- industry joint funding, including partnerships with industry and government
- commercial funding, including investor funding (e.g. venture capital and equity partners)
- owner/operator
- partnership arrangements.

Resourcing requirements may

- financial requirements:

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • manufacture capital investment • Intellectual Property (IP) costs • regulatory approval/market access cost • innovation production costing • sales and marketing costs • forecast return on investment • infrastructure • human.
Marketing plan will include:	<ul style="list-style-type: none"> • determining resources required • budgeting • setting key performance indicators (KPIs) • developing sale forecasts for one, three and five years.
Supply chain strategy will include:	<ul style="list-style-type: none"> • supply chain logistics SWOT • identifying and evaluating potential supplier partnerships • negotiating contracts.
Developing an IP strategy may include:	<ul style="list-style-type: none"> • freedom to operate • IP management purpose and benefits • patent infringement issues • patent mapping • patenting options • trademark registration.
Environmental sustainability impacts may include:	<ul style="list-style-type: none"> • reduction of waste • increased energy and resource efficiencies • recycling.
Negotiating proposal modifications may involve:	<ul style="list-style-type: none"> • making presentations to key stakeholders • negotiating with senior company personnel or Board Directors • modifying aspects of the proposal to accommodate stakeholder input/requirements.
Project implementation plan will include:	<ul style="list-style-type: none"> • determining project champions • developing project planning chart with critical points and stages • structuring, identifying and recruiting the project team • assigning KPIs and objectives to individuals.
Monitoring process may include:	<ul style="list-style-type: none"> • identifying, selecting and analysing data • quantitative and qualitative feedback

RANGE STATEMENT	
	processes <ul style="list-style-type: none"> • testing assumptions • identifying times and data collection points • developing review and reporting schedules • trend monitoring and forecasting analysis.
<i>Business processes</i> may include:	<ul style="list-style-type: none"> • human resource policies and procedures, including job descriptions • documented monitoring and reporting requirements • financial policies and procedures • company negotiation and contractual processes.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS801A Manage change to organisational electronic technology systems

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to improve business outcomes through implementing the introduction of, or upgrades to, advanced electronic technologies.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers whose role is to manage the introduction of advanced electronic technologies to enhance business practices.</p> <p>Leaders and managers should be able to manage the implementation of advanced electronic technologies, such as those associated with electronic business (e-business) models; financial systems, information management systems, mobile and wireless technologies; and technologies relating to the management of customer and regulatory requirements.</p> <p>Operational management in relation to introducing technologies to enhance business processes may involve complex judgements.</p> <p>This unit may relate to the business activities of a small to medium sized organisation or to a significant unit of activity in a large organisation.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare organisational change management strategy for implementation of advanced electronic technologies	1.1. Proposed changes are analysed in relation to current operational practices, infrastructure and the strategic plan. 1.2. Identified changes are evaluated, costed and prioritised. 1.3. Risks associated with implementation are identified, evaluated and managed. 1.4. Implementation strategies are developed, including change management and communication strategies. 1.5. Implementation team is engaged, assembled and briefed.
2. Manage implementation	2.1. Implementation strategies are communicated to stakeholders and timelines and accountabilities clarified. 2.2. Progress of implementation against planned milestones is monitored, recorded and reported. 2.3. Potential risks to successful completion are identified and managed through consultation with stakeholders and review of testing outcomes. 2.4. Implementation strategy is reviewed and revised, as necessary. 2.5. Installation is finalised according to implementation strategy and organisational procedures. 2.6. Training programs needed to support new technologies are identified and implemented.
3. Evaluate implementation outcomes	3.1. Implementation process is reviewed and evaluated. 3.2. Implementation team is debriefed. 3.3. Outcomes of implementation process are assessed against organisation requirements. 3.4. Project outcomes are reported to key stakeholders.
4. Develop and implement ongoing management processes	4.1. Business processes required for ongoing electronic technology management are developed. 4.2. Business processes required for ongoing electronic technology management are implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply change management theory
- use effective communication and teamwork skills to consult with stakeholders and system users
- apply planning and reporting skills
- use problem-solving, initiative and enterprise skills to:
 - assess vulnerabilities in electronic technology proposals
 - manage risks
 - monitor stakeholder satisfaction
 - develop strategies to respond to system, personnel and technology problems
- provide leadership in occupational health and safety (OH&S) practice and observance of ethical standards, legislative requirements and good corporate governance requirements
- apply technology skills to:
 - use appropriate technology to achieve system and business outcomes
 - use appropriate terminology
 - use high levels of accounting (mathematical), technological and e-commerce systems
 - assess advice relating to suitability and reliability of hardware and software
 - analyse and assess potential of new technology solutions to improve organisational outcomes

Required knowledge

Knowledge of:

- business policies and procedures impacting on job role or function
- change management theory
- capabilities and limitations of infrastructure
- business needs
- facilities and infrastructural management
- methods for assessing and analysing electronic technology proposals
- planning techniques
- quality measures and principles
- relevant legislation, codes and regulations that affect business operations, especially in regard to OH&S and environmental issues, Equal Employment Opportunity (EEO), industrial relations and anti-discrimination
- written policies and internal procedures on electronic technology management and

REQUIRED SKILLS AND KNOWLEDGE

associated contractual documents

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • research and evaluate business and organisational impact of a proposed electronic technology system • capacity to analyse, develop and implement plans for the introduction of an electronic technology system with minimum interruption to the organisation's business processes • capacity to identify, analyse and address problems in a timely and effective manner.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • competence is consistently demonstrated over time, and over a range and variety of situations • access to required assessment facilities and resources.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • review of applied projects or learning activities, such as those related to implementing electronic solutions for a specific business requirement • direct observation of contextual application of skills • oral or written questioning to assess knowledge of capabilities and limitations of infrastructure • review of research and evaluation of the electronic technology proposal.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Proposed changes</i> may include:	<ul style="list-style-type: none"> • e-commerce systems • electronic messaging systems • implementation of a new information management system • system hardware upgrade • mobile computing devices (e.g. handheld devices, mobile computers, personal digital assistants, handheld data capture systems and mobile cellular telephones).
<i>Risks</i> may include	<ul style="list-style-type: none"> • damage to property/equipment • environmental • equipment/system failures • financial/economic loss/failure • industrial disputation • market changes • microbiological contamination • natural disasters • OH&S including disease • political events • product failure • professional incompetence • security failure (e.g. criminal or terrorist activities) • supplier failures.
<i>Implementation strategies</i> may address:	<ul style="list-style-type: none"> • change management strategies to engage users • contingency arrangements • developing a project team • financial management • identifying and seconding project personnel • timelines and project stages • product testing and trial regimes • project milestones • quality requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • reporting requirements • risk management requirements • stakeholder consultation, familiarisation and training strategies.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • business partners • customers • executive management • other employees • public • public agencies, especially regulators • shareholders • suppliers.
<i>Business processes</i> may include:	<ul style="list-style-type: none"> • access and equity principles and practices • business and performance plans • collaborative or partnership arrangements • confidentiality requirements • defined resource parameters • ethical standards • existing technology, systems and processes • goals, objectives, plans, systems and processes • legal and organisational policies, guidelines and requirements • OH&S policies, procedures and programs • quality and continuous improvement processes and standards • Quality Assurance (QA) or procedures manuals • recording and reporting procedures • security requirements • team and business unit structures and focus.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS802A Undertake research project

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to undertake independent study as a research project directed towards an agri-business issue or problem, including a literature review. The project outcomes will be designed to influence strategic practices and outcomes within an industry context. Some topics will require knowledge of experimental design, survey techniques and statistical analysis of results.
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers using applied research methodologies to address an industry or sectorial issue.</p> <p>The focus of this unit is on using research strategies to better understand industry opportunities and threats in order to gain improved industry performance.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define topic	1.1. Research issue is identified and scoped. 1.2. Research questions are developed and refined. 1.3. Research methodologies are identified. 1.4. Hypotheses are developed.
2. Undertake literature review	2.1. Suitable sources of literature are identified. 2.2. Literature outcomes are analysed and presented. 2.3. Research questions and strategy are refined in light of literature review findings.
3. Undertake research	3.1. Research instruments are developed and validated. 3.2. Ethical and confidentiality requirements are identified and addressed. 3.3. Environmental sustainability issues associated with the research are identified. 3.4. Research is undertaken. 3.5. Findings are recorded .
4. Present findings	4.1. Research outcomes are analysed. 4.2. Research methodology is reviewed and analysed. 4.3. Recommendations are developed. 4.4. Research report is prepared and presented. 4.5. Report is presented for peer review.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use analysis and interpretation skills to:
 - critically review other research strategies, analyses and findings
 - apply research findings to a current issue
 - select relevant information and documentation
- use communication and negotiation skills to:
 - present and explain research ideas

REQUIRED SKILLS AND KNOWLEDGE

- gain commitment to participate in research activity
- present findings
- use develop and conduct research activity
- undertake risk assessment and resolve blockages

Required knowledge

Knowledge of:

- relevant legislation and regulatory requirements impacting on research activity
- research strategies and techniques
- data collection methods
- risk assessment and monitoring strategies, including environmental risk analysis
- strategies to evaluate and analyse effectiveness of research approach
- environmental sustainability principles

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • comprehensive literature review • formulate a research proposal or plan which includes: <ul style="list-style-type: none"> • specific research questions or hypotheses • valid population or sample size • description of the geographical, cultural, social or institutional context within which the research will be carried out • full description of the data collection methods • analysis of the limitations to research design • design appropriate tools and techniques • research report with analysis of data, and valid and reliable findings • utility and relevance of the research results.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • research activity relates to an actual workplace or industry context and topic • competence is demonstrated using a range of tools and techniques appropriate to the given situations and research topic.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • completed literature review • projects or assessment activities relating to conducting research • observation of contextual application of skills • peer reviewed research report.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Research issue</i> must have an industry or sectoral focus and may include:</p>	<ul style="list-style-type: none"> • new product or process development • change management technique or strategy • marketing initiative • review of current processes and practices • potential industry application and impact of new technology or processes.
<p><i>Research methodologies</i> may include:</p>	<ul style="list-style-type: none"> • qualitative or quantitative research strategies • pre-existing research instruments • naturalistic methodologies • action research.
<p><i>Hypotheses</i> may include:</p>	<ul style="list-style-type: none"> • an existing belief that requires confirmation through research • statement of anticipated outcome.
<p><i>Suitable sources of literature</i> may include:</p>	<ul style="list-style-type: none"> • available electronic databases • interest research • library research • industry associations • industry publications • conference proceedings • experts • workplace documentation.
<p><i>Ethical</i> requirements may include:</p>	<ul style="list-style-type: none"> • consultation with an ethics committee • cultural practices and considerations • impact on the individual • impact on a community • animal welfare • environmental practices.
<p><i>Environmental sustainability issues</i> may include:</p>	<ul style="list-style-type: none"> • waste minimisation • use and reuse of resources

RANGE STATEMENT	
	<ul style="list-style-type: none"> environmental risk analysis impact of outcomes of research (e.g. on waste reduction, increases in energy and resource efficiencies, and recycling).
<i>Record findings</i> may include:	<ul style="list-style-type: none"> using electronic databases recording and transcribing interviews coding responses and findings.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMBUS803A Analyse data for business decision making

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the statistical skills and knowledge required to support decision making for a business or business unit.
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Application of the Unit

Application of the unit	This unit applies to leaders or managers who require data analysis and decision making skills and techniques to help manage their day-to-day work. They will be assembling or obtaining raw data and processing that data in order to analyse and interpret it in such a way that sound decision making can occur.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and access data sources available to the business	1.1. The data collection requirement of the business question or issue is scoped and defined. 1.2. Data sources are identified and assessed for accessibility and reliability. 1.3. Data is researched and/or collated from sources in accordance with legislation, policies and guidelines . 1.4. Accuracy and appropriateness of the data is evaluated. 1.5. Data is recorded in the desired format in accordance with professional, business and task requirements.
2. Apply data analysis and decision making techniques to analyse business data	2.1. Data is collected, stored and retrieved using software in accordance with legislation, policy and guidelines. 2.2. Spreadsheet tools are used to retrieve data and present it in suitable formats. 2.3. Graphical data is displayed in accordance with graphical presentation principles . 2.4. Quantitative and/or qualitative analysis is performed to obtain required outcome. 2.5. Analysis and descriptive tools and techniques are used appropriately given the nature of the information and the required outcomes. 2.6. Limitations in the methodology are identified and described, as appropriate. 2.7. Summary statistics are calculated from the given data set in accordance with the business requirement.
3. Produce information for business decision making	3.1. Data summaries and trends are interpreted according to accepted standards . 3.2. Statistical tests are interpreted and explained. 3.3. Data is interpreted in such a way as to inform business decision making. 3.4. Data is presented in tables, charts and maps so that the reader does not misconstrue it. 3.5. Glossaries, technical notes and referencing are included with the data, where required. 3.6. Reports are prepared and presented that include statistical concepts , tables, charts and maps in accordance with organisational policy and procedures. 3.7. Findings are presented in a way that is most appropriate for the audience. 3.8. Charts are used appropriately in presentations for the variables being charted and in accordance with accepted

ELEMENT	PERFORMANCE CRITERIA
	<p><i>standards.</i></p> <p>3.9. Assumptions on which the interpretation is based are communicated in accordance with audience needs.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse and interpret data
- identify sources of data, collect data, follow analysis procedures and explain results
- apply decision making skills
- negotiate effectively
- collect data and produce reports
- use problem-solving, initiative and enterprise skills to produce information for business decision making
- use research skills to identify and collect data
- manage risk

Required knowledge

Knowledge of:

- relevant legislation, codes of practice and standards
- use of statistical data for business decision making
- methods of presenting data
- methods of describing data
- risk and uncertainty
- interval estimation
- hypothesis testing
- comparing group differences
- simple linear regression and correlation
- multiple regression
- time-series analysis

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • knowledge of how to: <ul style="list-style-type: none"> • differentiate between different types of data • differentiate between inferential and descriptive statistics • application of linear regression and correlation analysis techniques • knowledge of the strengths and limitations of results produced by each statistical technique (error correction and hypothesis testing) • provision of advice for business decision making based on the results of statistical analysis.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • competence is consistently demonstrated over time, and over a range and variety of complex tasks/projects and situations • access to resources normally used in the workplace such as organisational policies and procedures, relevant legislation.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • series of workplace activities and projects developed and implemented as part of the organisation's business development and management • review of applied projects and learning activities such as reports and case studies • direct observation of contextual application • oral or written questioning to assess knowledge.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example, with other units in the qualification in which this unit is packaged.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Data sources may include:

- Australian Bureau of Statistics (ABS) data
- government agency sources.

Legislation, policies and guidelines may include:

- state/territory and federal legislation and regulations, such as:
 - financial management Acts
 - privacy legislation
 - Equal Employment Opportunity (EEO) and anti-discrimination legislation
 - Occupational Health and Safety (OH&S) legislation
- ethics and accountability standards
- risk management standards
- fraud control standards
- knowledge management standards
- organisational policy, procedures and protocols.

Software may include:

- database tools
- spreadsheets
- web-based tools (e.g. online survey tools)
- statistical packages.

Graphical presentation principles may include:

- understanding graphical literacy of audience
- scaling
- sample representativeness

RANGE STATEMENT	
	<ul style="list-style-type: none"> reporting results in formats appropriate to analysis.
<i>Analysis</i> techniques may include:	<ul style="list-style-type: none"> arranging data into a form appropriate for analysis construction of graphs calculation of summary statistics implementation of statistical tests.
<i>Summary statistics</i> may include:	<ul style="list-style-type: none"> mean median mode standard deviation standard error relative standard error.
<i>Accepted standards</i> for data may include:	<ul style="list-style-type: none"> showing awareness of data accuracy and reliability identifying other related issues, such as sample size.
<i>Statistical tests</i> may include:	<ul style="list-style-type: none"> equivalence of means and proportions tests of association, prediction and significance.
<i>Statistical concepts</i> may include:	<ul style="list-style-type: none"> the results of statistical tests trends over time statistical associations, including correlation and probability variability sampling error.
Presentation of <i>findings</i> may include:	<ul style="list-style-type: none"> a mix of text, tables, charts and maps.
<i>Accepted standards</i> for charts may include:	<ul style="list-style-type: none"> appropriately labelled appropriate scale selection clear formatting sourcing and referencing data sources.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR201A Maintain personal equipment

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain, clean and store personal equipment, including personal protective equipment (PPE).
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Application of the Unit

Application of the unit	This unit can be used as part of an induction of a worker to a meat processing establishment, smallgoods, retail premises or other meat establishment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Maintain personal equipment	<p>1.1. <i>Personal equipment</i> is maintained to ensure manufacturer specifications are met, where relevant</p> <p>1.2. <i>Occupational Health and Safety (OH&S)</i>, hygiene and sanitation, <i>workplace</i> and <i>regulatory requirements</i> are met</p>
2. Store personal equipment	<p>2.1. Appropriate maintenance is carried out for the equipment used.</p> <p>2.2. Personal equipment is stored in accordance with workplace and regulatory requirements.</p>
3. Clean personal equipment	<p>3.1. Personal equipment is cleaned to ensure that workplace requirements, OH&S, hygiene and sanitation requirements, and manufacturer's specifications are all met, where relevant.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply *communication* skills relevant to the task
- demonstrate the procedures for maintaining personal equipment
- check and prepare equipment in time for the start of work
- work effectively as an individual and as part of a team
- apply hygiene and sanitation, OH&S requirements in using, cleaning and storing personal equipment, including Personal Protective Equipment (PPE)
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- maintenance techniques for personal equipment
- relevant *work instructions, Standard Operating Procedures (SOPs) and reports*
- hygiene and sanitation, OH&S, workplace and regulatory requirements related to maintaining, cleaning and storing personal equipment
- manufacturer specifications for use, maintenance, cleaning and storage of personal

REQUIRED SKILLS AND KNOWLEDGE

equipment, where relevant

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated during the normal operations of a workplace.

Context of and specific resources for assessment

Competency must be assessed using the personal equipment issued to the individual.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole.

Personal equipment may include:

- chains
- handsaws
- PPE
- pouches
- steels.

OH&S requirements may include:

- enterprise OHS policies, procedures and programs
- OHS legal requirements
- PPE:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Regulatory requirements may include:

- Export Control Act
- Federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OHS requirements • quality assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include signs and signals • be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties • require the interpretation of spoken or written instructions or diagrams.
<i>Work instructions, standard operating procedures and reports</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to own tasks and duties • in English • in everyday workplace language, including some mathematical language • in languages other than English • presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches and codes • presented orally • provided visually (e.g. video, OH&S signs, symbols and other pictorial presentations) • routine, simple and brief.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR202A Apply hygiene and sanitation practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to apply the personal hygiene and sanitation practices required of workers in a meat operation. It also covers cleaning equipment and immediate work areas during operations.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, boning rooms, smallgoods plants, wild game harvester operations, wild game depots, game processing plants, knackeries, food service premises, wholesale and retail meat establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Clean own work area and equipment during operations	1.1. Worksite is hygienically cleaned during operations to <i>Occupational Health and Safety (OH&S), workplace and regulatory requirements</i> . 1.2. Equipment and surfaces are hygienically cleaned to regulatory and workplace requirements. 1.3. Cleanliness of work area is monitored according to workplace requirements.
2. Identify <i>sources of contamination</i> and spoilage	2.1. Contamination and cross-contamination risks are identified and <i>steps taken to reduce the risk</i> . 2.2. <i>Corrective action</i> is taken when contamination is identified in accordance with workplace and regulatory requirements.
3. Follow workplace <i>hygiene and sanitation requirements</i>	3.1. Personal hygiene practices are followed to workplace requirements. 3.2. Product is handled in accordance with workplace, and hygiene and sanitation requirements. 3.3. Individual's work is conducted hygienically in accordance with workplace requirements. 3.4. Products are processed in accordance with regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- consistently follow workplace, hygiene and sanitation procedures
- work effectively as an individual and as part of a team to keep work areas clean
- demonstrate basic hygiene and sanitation practices in all activities undertaken in the workplace
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication* skills relevant to the task
- use and mix cleaning chemicals (if used) according to manufacturer specifications, regulatory and workplace requirements

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- hygiene and sanitation requirements for own area
- reporting procedures for contamination, as appropriate
- chemical contamination risks to product and how they are controlled
- consequences of contaminated or spoiled meat leaving the establishment
- consequences of failing to follow workplace requirements for hygienic handling and processing of meat
- time, temperature and moisture requirements for microbial growth
- causes of food spoilage and poisoning
- possible sources of contamination and cross-contamination in the worksite
- visual evidence of contamination
- microbes which may affect meat
- the scope and coverage of AS 4696:2007 Hygienic production and transportation of meat and meat products for human consumption
- sources of physical and microbiological contamination in meat establishments and how these hazards are controlled
- monitoring methods (e.g. visual, looks clean, smells clean and use of protein sticks)

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time during the normal operations of a meat establishment.

Context of and specific resources for assessment

Assessment must include a demonstration of on-the-job competency while performing a task in the workplace.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole.

<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations

RANGE STATEMENT	
	<p>regarding meat processing</p> <ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption.
<i>Sources of contamination</i> may include:	<ul style="list-style-type: none"> • chemical agents (e.g. insecticides and cleaning agents) • foreign bodies • microbiological and biological agents • physical agents (e.g. ingesta, excreta, dust and grease).
<i>Steps taken to reduce the risk</i> may include:	<ul style="list-style-type: none"> • good housekeeping practices • hand washing • maintaining clean clothes and PPE.
<i>Corrective action</i> may include:	<ul style="list-style-type: none"> • disposing of contaminated product • trimming product.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include signs and signals • be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR203A Apply Quality Assurance practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to apply quality assurance (QA) procedures in a meat establishment.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, food services operations, wholesale and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify hazards and control points	<p>1.1. Hazards to food safety and quality are identified for own work area according to workplace and regulatory requirements.</p> <p>1.2. Control points for own work area are identified according to workplace requirements.</p>
2. Identify elements of the Quality Assurance (QA) system	<p>2.1. Purpose and elements of the QA and Hazard Analysis Critical Control Point (HACCP) systems are identified and related to workplace requirements.</p> <p>2.2. Product specifications for own work area are identified.</p>
3. Follow requirements of a HACCP-based QA system	<p>3.1. Workplace requirements of the HACCP systems are identified and followed.</p> <p>3.2. Non-conforming products are communicated to supervisor where this forms part of workplace requirements.</p> <p>3.3. Consequences of not following workplace requirements are explained.</p>
4. Identify quality control practices in a HACCP-based QA system	<p>4.1. Measures for monitoring quality control are identified.</p> <p>4.2. Inspection and re-inspection procedures are identified.</p>
5. Inspect own work	<p>5.1. Inspection of own work is carried out as prescribed in workplace requirements.</p> <p>5.2. Corrective action is taken according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- comply with regulatory requirements
- determine critical control points
- follow workplace requirements related to HACCP and QA
- identify hazards to food safety

REQUIRED SKILLS AND KNOWLEDGE

- inspect own work
- identify and apply relevant *Occupational Health and Safety (OHS) requirements*
- monitor critical control points
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective actions relevant to critical control points
- nature of food safety hazards
- purpose of a HACCP program
- requirements for, and the nature of a HACCP plan
- regulatory requirements relevant to own work area
- nature and importance of *work instructions*, Standard *Operating Procedures (SOPs)*, *explanations and reports*
- potential risk, loss or damage if the required actions are not performed
- control points for a specific task or activity and how hazards are controlled
- hazards to food safety and quality for specific work areas
- reasons for quality control, such as inspection and sampling

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time while performing tasks in meat processing, smallgoods or meat retail premises.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must involve demonstration of competency including compliance with work instructions and SOPs.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • debrief • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Elements of the QA system may include:	<ul style="list-style-type: none"> • corrective action • HACCP charts • mission statements • monitoring procedures • SOPs • work instructions.

RANGE STATEMENT	
<i>Communication</i> may be:	<ul style="list-style-type: none"> • spoken, written, non-verbal and include signs and signals • with people from a range of cultural social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties.
<i>Measures for monitoring quality control</i> may include:	<ul style="list-style-type: none"> • receival procedures • temperature monitoring program.
<i>Inspecting own work</i> may:	<ul style="list-style-type: none"> • include sending sample for testing • be visual.
<i>Corrective action</i> may include:	<ul style="list-style-type: none"> • condemnation • reporting procedures • trimming.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Work instructions, standard operating procedures, explanations and reports</i> may:	<ul style="list-style-type: none"> • be in English • be in everyday workplace language, including some mathematical language • be in languages other than English • be presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes and sketches

RANGE STATEMENT	
	<ul style="list-style-type: none">• be presented orally• be routine, simple and brief• include the use of visual aids (e.g. videos, OH&S signs, symbols and other pictorial presentations).

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR204A Follow safe work policies and procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to work safely in a meat establishment.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, smallgoods plants, food services operations, wholesale and meat retail premises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Fulfil OH&S responsibilities and recognise the OH&S responsibilities of key personnel	<p>1.1.OH&S responsibilities are met according to <i>regulatory</i> and <i>workplace requirements</i>.</p> <p>1.2.OH&S responsibilities of key personnel are recognised and explained.</p>
2. Follow workplace OH&S policies and procedures	<p>2.1.<i>Workplace OH&S policies, procedures and programs</i> are followed.</p> <p>2.2.<i>Personal Protective Equipment (PPE)</i> is used, maintained and stored as appropriate.</p>
3. Follow legal provisions related to OH&S	3.1.Relevant provisions of OH&S legislation and codes of practice are followed.
4. Contribute to OH&S	<p>4.1.OH&S issues are raised with designated personnel in accordance with workplace requirements and relevant OH&S legislation.</p> <p>4.2.<i>Participative arrangements for OH&S</i> are contributed to in the workplace within the organisational procedures and scope of responsibilities and competencies.</p>
5. Follow workplace requirements for hazard identification and risk control	<p>5.1.Hazards to health and safety in the work area are recognised and reported to designated personnel according to workplace requirements.</p> <p>5.2.Workplace requirements for controlling risks to health and safety are accurately followed.</p>
6. Follow emergency procedures	<p>6.1.<i>Emergency procedures</i> are followed according to workplace requirements.</p> <p>6.2.Appropriate reporting procedures for emergencies are followed according to workplace requirements.</p>
7. Operate machinery safely	<p>7.1.Machinery is operated according to safe work practices and procedures, where applicable.</p> <p>7.2.Machinery is operated and maintained according to manufacturer specifications and workplace requirements, where applicable.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work safely as an individual and as a member of a team
- select, organise and complete *routine explanations and reports* on OH&S issues
- demonstrate safe work practices in all activities at the *work site*
- follow workplace OH&S policies and procedures
- identify and apply relevant regulatory requirements as applicable
- identify and follow emergency procedures, including evacuation procedures, according to workplace requirements
- identify OH&S *hazards* in own work area and around general plant or worksite especially slips, falls and manual handling
- list hazards at the work site and control measures that have been put in place
- outline and observe own OH&S legal responsibilities
- outline the employer's OH&S legal requirements
- seek advice from more experienced colleagues or from manuals in order to operate new machinery and equipment safely
- use relevant *communication* skills

Required knowledge

Knowledge of:

- use, maintenance and storing of PPE required for different areas at the worksite, according to workplace requirements and manufacturer specifications
- ways of minimising manual handling hazards
- safe operating procedures for machinery at own work station
- procedures for reporting accidents at the work site
- functions of OH&S committees and representatives at the work site, as appropriate
- PPE that must be worn for different areas at the work site
- process for making suggestions for improvement

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must include a demonstration of on-the-job competency while performing a task in the workplace.

Context of and specific resources for assessment

Assessment may involve simulation or actual demonstration of competency where competencies involve identifying, reacting to and reporting hazards.

Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • emergency, fire and accident procedures • enterprise-specific procedures • hazard policy and procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Workplace OH&S policies,</i>	<ul style="list-style-type: none"> • confined spaces entry permit

RANGE STATEMENT	
<i>procedures and programs</i> may include:	<ul style="list-style-type: none"> • drug and alcohol policies and programs • emergency procedures • evacuation plans • hazardous substances policies and programs • manual handling policies and programs • noise reduction policies and programs • OH&S inspectors and audits checklists • OH&S policies and programs • sexual harassment policies and programs.
<i>Personal Protective Equipment (PPE)</i> may include:	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear.
<i>Participative arrangements for OH&S</i> may include:	<ul style="list-style-type: none"> • OH&S committees • OH&S representatives • workplace meetings.
<i>Emergency procedures</i> may include:	<ul style="list-style-type: none"> • accident and incident reporting and investigation procedures • evacuation plans • first aid procedures.
<i>Routine explanations and reports</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem solving • be in English • be in everyday workplace language and include mathematical language and commonly used technical terms • be in languages other than English • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources

RANGE STATEMENT	
	<ul style="list-style-type: none"> include the use of visual aids (e.g. video, OH&S signs and other pictorial presentations).
Work site includes:	<ul style="list-style-type: none"> immediate working area overall workplace.
Hazards may include:	<ul style="list-style-type: none"> alcohol abuse chemicals communicable diseases confined spaces dust electrical faults equipment malfunctions excessive noise extremes of temperatures fatigue hazards associated with knives hazards associated with manual handling poor or inadequate lighting poor ventilation radiation stress substances use of illicit drugs zoonotic diseases.
Communication may:	<ul style="list-style-type: none"> be spoken, written, non-verbal and include signs and signals be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties include reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR205A Communicate in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out workplace communication practices. It includes the competencies to identify the enterprise's communication channels, use communication skills to undertake and complete workplace requirements, and contribute to positive workplace relations.
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Application of the Unit

Application of the unit	This unit can be used as part of a meat establishment workplace induction program introducing the employee or student to the industry and workplace communication requirements.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to the maintenance and improvement of workplace operations and requirements	1.1. Problems are solved by <i>communicating</i> with others. 1.2. Information is exchanged to perform workplace tasks and take appropriate action. 1.3. Spoken and written reports (where applicable) are provided clearly and promptly.
2. Identify key personnel in the workplace	2.1. Organisational structure of the workplace, mission statements and strategic plan are identified. 2.2. Key personnel and their roles in the organisation are identified. 2.3. Role of trainees is identified.
3. Contribute to positive workplace relations	3.1. Communication styles of cultural, social and ethnic groups are recognised and considered. 3.2. Appropriate communication style for context, <i>audience</i> and purpose is applied. 3.3. Regulatory and workplace ethical standards are considered in verbal and non-verbal communications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • copy and record <i>workplace information</i> accurately in routine formats and proformas, where appropriate • demonstrate effective communication techniques with supervisors and colleagues • demonstrate the exchange of relevant routine information with others to: <ul style="list-style-type: none"> • explain issues or problems • meet quality and food safety requirements • offer suggestions for improvement • reach conclusions • describe forms of feedback provided to colleagues and key personnel • participate in, and contribute to, meetings and discussions • read <i>written information</i> and write to a level typically required in the workplace

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use appropriate communication styles when:
 - negotiating sensitive issues
 - obtaining views and information from others
 - working with cultural, social and ethnic groups

Required knowledge

Knowledge of:

- roles of key personnel in the workplace
- sources of information relevant to own work, including *occupational health and safety (OHS)*, *regulatory*, work instructions and *workplace requirements*
- workplace standards of behaviour

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in the workplace and over a period of time.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment may involve simulation or actual demonstration of competency.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Communication</i> may be:</p>	<ul style="list-style-type: none"> • in English • in languages other than English • spoken, written, non-verbal and include signs and signals • with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties • information relating to own work, including: <ul style="list-style-type: none"> • AUS-MEAT language charts • codes of practice • customer service standards • diagrams • grading specifications • Hazard Analysis Critical Control Point (HACCP) charts • industry and agency newsletters • inspection schedules • labels and tags • messages • notices

RANGE STATEMENT	
	<ul style="list-style-type: none"> • orally provided information • orders • packaging, loadout and repackaging documentation • policies • posters • pricing schedules and tickets • procedures • sample data • scales and dials in analogue or digital formats • voltage meters and readings • work instructions.
Audience may include:	<ul style="list-style-type: none"> • business associates • clients • colleagues • customers • external parties • superiors.
Workplace information may be:	<ul style="list-style-type: none"> • in English • in everyday workplace language, including some mathematical language • in languages other than English • presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes and sketches • presented orally • provided visually (e.g. video, OH&S signs, symbols and other pictorial presentations) • routine, simple and brief.
Written information may include:	<ul style="list-style-type: none"> • any written information relevant to own work requirements • job requirements • messages • policies • procedures • reports • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • personal protective equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR206A Overview the meat industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to provide employees with an understanding of the structure of the meat industry, their own workplace and the policies, procedures and conditions relevant to their employment.
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Application of the Unit

Application of the unit	<p>This unit provides an introduction to the meat industry and all its sectors. It gives the employee or student an introduction to the types of products produced in a meat company, the conditions workers enjoy and their responsibilities to follow the company's policies and procedures.</p> <p>This unit can be used as part of an employee's induction or pre-employment training program.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Work within the industry sector	1.1. Composition and structure of the meat industry is examined to provide an overview for work priorities. 1.2. Major species and trade markets are examined. 1.3. Path of meat is traced from paddock to plate. 1.4. Flow of product is traced from stockyards to meat processing plant, to meat wholesalers and retailers, and through smallgoods plants. 1.5. Products are identified.
2. Apply workplace policies	2.1. Relevant <i>workplace policies</i> are obtained and applied, where appropriate. 2.2. Role of trainees is identified in relation to workplace policies. 2.3. Information on working conditions is obtained and important elements identified.
3. Follow award or employment agreement provisions	3.1. Information about relevant <i>award provisions</i> and employment conditions are obtained and applied, where appropriate. 3.2. Information on employee rights and responsibilities is obtained and explained.
4. Identify appropriate <i>organisations and associations</i>	4.1. Major industry organisations, peak bodies and regulatory bodies, and their roles are identified.
5. Follow equal employment opportunity (EEO) legislative requirements	5.1. Information about EEO provisions is obtained and applied as appropriate. 5.2. Information on sexual harassment is obtained and policies against sexual harassment are explained in terms of personal responsibility.
6. Demonstrate awareness of environmental issues in the meat industry	6.1. Relevant <i>environmental regulatory requirements</i> are identified. 6.2. Workplace environmental policies and practices are identified. 6.3. Consequences of not following workplace environmental policies and practices are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- explain employee's responsibilities
- explain the flow of product from receipt to sale in own workplace
- follow relevant workplace policies
- identify relevant *workplace requirements*, policies and procedures and explain their implications for trainees
- list the markets where the company's products are distributed
- name the products produced in own workplace
- outline the path of meat from paddock to plate
- relate to others in an effective and non-discriminatory way showing mutual respect
- use relevant communication skills

Required knowledge

- dispute resolution procedures in the workplace
- nature and role of *work instructions, Standard Operating Procedures (SOPs), explanations and reports*
- principles of EEO and policies to prevent sexual harassment
- relevance of *Occupational Health and Safety (OH&S)* and *regulatory requirements* for meat industry employees
- workplace employment conditions
- enterprise ethical standards and requirements for interacting with other employees and staff

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated utilising actual or representative documentation of policies and procedures.

Context of and specific resources for assessment

Assessment can be undertaken in actual or simulated environments.

Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality and Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Workplace policies</i> may include:	<ul style="list-style-type: none"> • EEO policies • environmental policies • mission statements • OH&S policies • organisational structure • quality assurance (QA) manual • strategic planning • work instructions.
<i>Award provisions</i> may relate to:	<ul style="list-style-type: none"> • Australian Workplace Agreements • enterprise bargaining agreements • state, territory or federal awards.
Meat industry <i>organisations and associations</i> include:	<ul style="list-style-type: none"> • AUS-MEAT • Australasian Lot Feeders Association • Australasian Meat Industry Employees Union (AMIEU) • Australian Meat Industry Council (AMIC) • Australian Meat Processor Corporation (AMPC) • Australian Pork Limited (APL) • Cattle Council of Australia (CCA) • CSIRO Meat Research Institute

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Meat&Livestock Australia Pty Ltd (MLA) • National Farmers' Federation • National Meat Industry Training Advisory Council (MINTRAC) • Sheepmeat Council of Australia.
<i>Environmental regulatory requirements</i> may include:	<ul style="list-style-type: none"> • effluent treatment or control • noise control • odours and emissions management • waste management • water management. <p>Workplace environmental policies and practices may vary.</p>
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Work instructions, SOPs, explanations and reports</i> may:	<ul style="list-style-type: none"> • be in English • be in everyday workplace language, including some mathematical language • be in languages other than English • be presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes and sketches • be presented orally • be routine, simple and brief • include the use of visual aids (e.g. video, OH&S signs, symbols and other pictorial presentations).
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing and the environment • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMCOR401C Manage own work performance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work and performance, and provide role models for others. This unit covers the competencies to set work goals and plans, manage and improve own work performance and provide an example to other members of the work team/area.
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Application of the Unit

Application of the unit	This unit is applicable to those in leadership positions in meat processing, smallgoods and retailing operations who have responsibility for setting and achieving operational and administrative goals.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR205A	Communicate in the workplace

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set and achieve personal goals	1.1. Personal performance standards reflect pride in achievement, commitment to customer service and enterprise requirements. 1.2. Personal goals reflect roles and responsibilities within the organisation. 1.3. Opportunities to extend personal performance and goals are identified and used. 1.4. Personal qualities and workplace relationships provide a role model to others. 1.5. Personal performance is consistent over changes in workplace conditions and contexts.
2. Establish and achieve personal work priorities	2.1. Responsibilities, duties and tasks are prioritised to achieve personal, team and organisational goals. 2.2. Work plans and schedules are developed and followed to achieve personal and enterprise targets. 2.3. Technology is used efficiently and effectively to manage work priorities and commitments. 2.4. Strategies for minimising and managing stress are implemented.
3. Maintain and update professional skills and knowledge	3.1. Personal skill and knowledge is assessed against position/job description, competency standards and personal goals to identify areas and priorities for development. 3.2. Feedback from clients, customers and colleagues is used to improve competence. 3.3. Opportunities for professional development are identified and utilised.
4. Review own work performance	4.1. Personal performance is analysed. 4.2. Personal goals are reviewed according to changing industry directions, enterprise goals and personal performance. 4.3. New skills and knowledge are identified to maintain professional excellence and competitive edge. 4.4. Strategies for achieving personal goals are prepared.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply judgement, experience and knowledge of enterprise deadlines and targets
- develop strategies for minimising and managing stress
- document professional development and training achievements
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- identify personal career path and opportunities
- keep up-to-date with enterprise procedures and processes
- make decisions within own responsibility and accountability
- manage time effectively
- participate in internal and external networks to develop own knowledge, skills and competence
- plan and sequence tasks and activities
- respond to others openly and fairly
- review own strengths, weaknesses and level of competence and identify areas for improvement
- seek and accept constructive feedback on own performance
- use relevant *communication skills*
- utilise a range of information and communication technologies to organise and complete tasks on schedule

Required knowledge

Knowledge of:

- characteristics required of an effective leader in the meat industry
- enterprise goals, directions and ethical standards and values
- how personal goals contribute to the achievement of enterprise goals
- own role in achieving organisation's goals
- potential career paths available in the industry

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in the workplace and supported by a referee's report.

Context of and specific resources for assessment

Assessment must demonstrate actual management of a work load at an appropriate level.

Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Technology</i> may include:	<ul style="list-style-type: none"> • information and communication technologies including: <ul style="list-style-type: none"> • diaries or organisers • computerised equipment • personal computers • online services • telephone • fax • automatic and semi-automatic machinery • robotic equipment.
<i>Feedback</i> may be:	<ul style="list-style-type: none"> • formal and informal, and include performance appraisals.
<i>Professional development</i> opportunities may include:	<ul style="list-style-type: none"> • participation in industry networks, conferences and seminars • membership of industry and professional associations • structured training • mentoring • rotation • action learning • use of competency standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • professional and technical journals • articles and magazines.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • Australian Standards pertaining to the meat industry • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • export requirements • Export Control Act • food safety • food standards • hygiene and sanitation requirements • industrial awards and agreements • OH&S

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • processing • taxation • traineeships.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR402C Facilitate Quality Assurance process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to oversee a Hazard Analysis Critical Control Point (HACCP)-based Quality Assurance (QA) program. This unit is suitable for meat retail, smallgoods, meat processing and food service establishments producing meat and meat products for domestic and export markets.
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Application of the Unit

Application of the unit	This unit is applicable to supervisors or those with responsibility for all or part of a meat establishment HACCP- based QA program.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR203A	Apply quality assurance practices

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Facilitate the ongoing implementation of the QA program in the workplace	1.1. Regulatory basis for compliance with the company's HACCP-based QA program is identified. 1.2. Nature and importance of work instructions and Standard Operating Procedures (SOPs) is identified and workers are coached in their implications. 1.3. Work instructions and SOPs are written so that they comprehensively document the details required for competent performance. 1.4. Work instructions and SOPs are reviewed for accuracy. 1.5. Implementation of work instructions and operating procedures is monitored.
2. Monitor inspection and test records	2.1. Control and critical control points in the HACCP program are identified. 2.2. Procedures for monitoring products and processes are identified and implemented, where appropriate. 2.3. Critical limits and the causes for product or process not conforming are identified. 2.4. Inspection and test records are monitored to verify product quality and to identify performance trends. 2.5. Descriptions of proposals to introduce improved processes or procedures are contained in status reports.
3. Respond to non-conforming product or processes	3.1. Procedures for taking corrective action are identified. 3.2. Corrective and preventative measures are implemented to prevent recurrence. 3.3. Procedures are devised or revised to support control measures. 3.4. Processes or conditions which could result in a breach of meat safety procedures are identified and corrective action is taken. 3.5. Process changes are introduced and controlled so that QA requirements are accomplished.
4. Review product samples and test results	4.1. Product sampling procedures are identified. 4.2. Post-collection procedures are identified according to SOPs. 4.3. Test results are reviewed and responded to in accordance with workplace requirements .

ELEMENT	PERFORMANCE CRITERIA
5. <i>Calculate</i> yield, wastage and productivity indicators	<p>5.1. Yield, wastage and productivity measures are calculated to determine performance outcomes.</p> <p>5.2. Yield, wastage and productivity measures are compared with targets to determine variation of actual from planned performance.</p>
6. Calculate <i>calibration</i> adjustments	<p>6.1. <i>Mathematical concepts</i> associated with equipment calibration are used to determine adjustment to settings.</p> <p>6.2. Calibration calculation is verified by checking the accuracy of the adjustment in the actual work performance.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply appropriate mathematical concepts and measures
- assemble product and process inspection, test and other quality data in prescribed format
- calibrate equipment accurately and verify calibrations
- communicate quality system and/or food safety system requirements clearly and precisely to workers
- determine and take corrective and preventative action
- establish and manage relevant project teams to develop and implement or update the necessary elements of the quality system and food safety system
- explain actual and potential problems evident from trend analysis
- apply the HACCP principles and the process for developing a QA or food safety program
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- interpret the results and trends of process monitoring
- prepare process and product status *reports* recommending changes to improve processes and procedures
- prepare reports using primary and summary data, and appropriate language
- use relevant *communication skills*

REQUIRED SKILLS AND KNOWLEDGE

- review communication systems (spoken and written) to minimise the potential for misreporting and misunderstanding of food safety requirements, procedures and plans
- utilise available technology to record, manipulate, analyse and present or report data
- verify calibrating calculations
- explain the data the enterprise uses to record performance
- interpret the resulting trends of product monitoring and testing
- monitor records and documentation for accuracy and compliance
- monitor the accurate and timely recording of quality data

Required knowledge

Knowledge of:

- workplace, **regulatory** and customer requirements critical to the workplace's operation and success
- enterprise recall and traceability procedures
- post-collection procedures for handling samples
- purpose of the HACCP development and review process
- risks associated with samples and how they may be minimised
- the actual/potential problems which can occur if SOPs or work instructions or their equivalent are non-existent or not accurate
- document controls associated with a procedure change
- necessary scope of the **QA system** and food safety system to ensure requirements are met
- purpose of calibrating equipment
- purpose of SOPs and work instructions
- sampling procedure
- implementation process for a change in the process
- causes of variation and non-conformance and appropriate courses of action to rectify problems
- critical limits for enterprise product or processes
- actual and potential risks associated with uncontrolled changes in procedures
- legal obligations of the enterprise and individuals for maintenance of the QA system
- team requirements and team management processes or strategies

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in terms of current regulatory requirements.

Context of and specific resources for assessment

Assessment must involve a demonstration of skills in the workplace.

Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
SOPs may relate to:	<ul style="list-style-type: none"> • personal hygiene • food preparation and processing • pest control • waste disposal • cleaning • maintenance of premises • product recall • customer complaints • calibration.
Sampling and testing may be conducted by:	<ul style="list-style-type: none"> • external agencies.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise QA policy, practices and procedures • enterprise-specific procedures • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
Calculations may include:	<ul style="list-style-type: none"> • typical workplace circumstances used in primary recording and summary documentation

RANGE STATEMENT	
	<ul style="list-style-type: none"> • estimating techniques to confirm the general accuracy of calculations • manual operations or the use of a calculator. •
Mathematical concepts and measures may include:	<ul style="list-style-type: none"> • trends, norms, variation from norms, percentages, decimals, fractions and time series • quality data, including time series and trends, presented in tables and graphs.
<i>Calibrations</i> will typically relate to:	<ul style="list-style-type: none"> • measurements associated with weight, volume, temperature and length.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • personal protective equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Reports</i> may be:	<ul style="list-style-type: none"> • complex, contain technical, mathematical and graphic information and be presented in standard formats according to enterprise and legal requirements • according to statutory and workplace requirements and may involve: <ul style="list-style-type: none"> • a manual and/or electronic system

RANGE STATEMENT	
	<ul style="list-style-type: none"> • reports and presentations spoken, written and supported by graphs, pictures, charts and tables of primary or summary data • data presented in standard formats • spreadsheets used to record and manipulate data.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Orders • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
<i>QA systems</i> may:	<ul style="list-style-type: none"> • incorporate food safety plans and programs. <p>A food safety program systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. It identifies where and how each hazard can be controlled, describes how these controls are to be monitored, the corrective action required if control conditions are not met and information to be recorded. The food safety</p>

RANGE STATEMENT	
	<p>program must comply with relevant federal, state, territory and industry legislation and regulations. Regulators may require the development of discrete food safety plans, rather than food safety plans embedded in the QA system.</p>

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR403A Participate in OHS risk control process

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to participate in the reduction of OH&S risks in a meat processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to supervisors or those with OH&S responsibilities in abattoirs, boning rooms, knackeries, game processing plants, smallgoods plants, food services operations, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR204A	Follow safe work policies and procedures

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Participate in workplace inspections	1.1. Group processes are facilitated to identify potential OH&S hazards. 1.2. Workplace inspections are participated in to identify potential hazards as appropriate. 1.3. Reporting obligations are fulfilled. 1.4. Risk control processes are implemented.
2. Participate in OH&S risk control process	2.1. Risk assessment processes are participated in. 2.2. Hazards are controlled in accordance with hierarchy of controls. 2.3. Workplace procedures for dealing with hazardous events are initiated. 2.4. Information is provided to relevant parties in line with action or is reported to designated personnel.
3. Monitor implementation of safe work practices	3.1. Compliance with safe work practices is demonstrated by example. 3.2. Safe work performance by employees is monitored. 3.3. Safe work practices are implemented in accordance with <i>regulatory requirements</i> .
4. Assist development of safe work practices	4.1. Changes to work procedures or Standard Operating Procedures (SOPs) are developed in line with outcomes of risk control processes and regulatory requirements. 4.2. Employees are consulted in relation to the development of safe work practices. 4.3. Employee understanding of safe work procedures on-the-job is reinforced.
5. Contribute to participative arrangements for the management of OH&S	5.1. Organisational procedures for consultation over OH&S issues are implemented and monitored to ensure that all members of the work group have the opportunity to contribute. 5.2. Issues raised through consultation are dealt with and resolved promptly or referred to the appropriate personnel for resolution in accordance with workplace procedures. 5.3. Outcomes of consultation over OH&S issues are made known to the work group promptly.
6. Contribute to workplace rehabilitation	6.1. Contributions are made to workplace rehabilitation programs in accordance with rehabilitation co-ordinator and/or rehabilitation providers

ELEMENT	PERFORMANCE CRITERIA
program as appropriate	requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate participative problem-solving techniques to identify and resolve OH&S issues
- identify and apply extent of responsibility
- identify and apply relevant *OH&S* and *workplace requirements*
- demonstrate safe work practices associated with work tasks
- identify OH&S hazards in the workplace
- identify relevant *hazard control equipment* and explain function, safe operation, maintenance and storage requirements
- use facilitation skills to ensure participation from all group members
- use relevant *communication skills*

Required knowledge

- procedures for reporting hazards, accidents and incidents
- risk management principles
- process for developing and altering work procedures or SOPs

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated while exercising an appropriate level of involvement in the risk control process.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must include demonstration of competence in a meat establishment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Hazard control equipment</i> may include:	<ul style="list-style-type: none"> • dust extractors • machine guards • mechanical aids • acoustic insulation • PPE.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMCOR404A Facilitate hygiene and sanitation performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor the hygiene and sanitation performance of a plant.
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Application of the Unit

Application of the unit	This unit is applicable to supervisors or those with responsibilities overseeing hygiene and sanitation in meat processing establishments such as Quality Assurance (QA) officers and meat safety officers. It is applicable to meat processing, wholesaling, smallgoods and retailing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR202A	Apply hygiene and sanitation practices

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret statutory and workplace requirements relating to hygiene and sanitation	<p>1.1. <i>Hygiene and sanitation, regulatory and workplace requirements</i> are explained to other workers to assist their workplace performance.</p> <p>1.2. Employer and employee rights, responsibilities and obligations are implemented in achieving hygiene and sanitation compliance.</p>
2. Monitor hygiene and sanitation performance	<p>2.1. Hygiene and sanitation are monitored to workplace and statutory requirements to verify compliance.</p> <p>2.2. Situations requiring action to improve hygiene and sanitation compliance are reported as part of the continuous improvement process.</p> <p>2.3. Results of process and product monitoring are evaluated for their impact on hygiene and sanitation.</p>
3. Respond to hygiene and sanitation problems	<p>3.1. Hygiene and sanitation issues are investigated according to established processes and procedures to achieve resolution of the problem under examination.</p> <p>3.2. Recommended action arising from the investigation is followed up and reported to ensure reinforcement and <i>documentation</i> of the outcomes.</p>
4. Evaluate results of microbiological testing	<p>4.1. Results of microbiological testing are analysed in terms of regulatory and workplace requirements.</p> <p>4.2. Corrective action is taken in response to microbiological results when required by workplace and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • define the problem to be investigated • demonstrate understanding and application of HACCP systems • identify and apply <i>Occupational Health&Safety (OH&S) requirements</i> • plan approach to the investigation

REQUIRED SKILLS AND KNOWLEDGE

- evaluate the problem
- explain and monitor workplace hygiene and sanitation policies, practices and procedures
- **report** outcomes of the investigation
- follow up post-investigation issues
- identify action required to strengthen hygiene and sanitation compliance
- implement the monitoring procedures
- report monitoring outcomes
- use techniques for individual and team resolution of the problem
- use relevant **communication skills**

Required knowledge

Knowledge of:

- purpose of hygiene and sanitation monitoring
- regulatory and commercial implications of inadequate control of hygiene and sanitation
- company processes and procedures to conduct a hygiene and sanitation investigation
- employer and employee rights, responsibilities and obligations regarding hygiene and sanitation
- statutory requirements related to the site at which the person is employed

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency is demonstrated when taking an appropriate level of responsibility for the implementation of hygiene and sanitation SOPs.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment should involve analysis of real or simulated data for a meat processing operation.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration of competency for the assessor • workplace project • workplace referee or third party report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Hygiene and sanitation requirements</i> may include:</p>	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements. <p>Statutory requirements may include relevant hygiene and sanitation, environmental and food safety legislation, and workplace policy, practices and procedures.</p> <p>Documentation may typically include status reports and technical manuals.</p>
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat

RANGE STATEMENT	
	processing.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Documentation may include:	<ul style="list-style-type: none"> • status reports • technical manuals.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Reporting will be:	<ul style="list-style-type: none"> • according to statutory and workplace requirements and may be in manual and/or electronic systems.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding

RANGE STATEMENT	
	<ul style="list-style-type: none"> • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG300A Overview wild game meat industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to interpret and operate in the commercial and regulatory environment of the game meat industry.
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Application of the Unit

Application of the unit	This unit is applicable to workers in game processing plants, field depot managers and wild game harvesters.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the sequence of operations for wild game harvesting in Australia	<p>1.1. The importance of a professional image for <i>wild game</i> meat industry is explained.</p> <p>1.2. The sequence of operations from harvesting to end product is described.</p> <p>1.3. The range of <i>wild game meat products</i> produced in Australia is identified.</p> <p>1.4. The impact of <i>customer expectations</i> on the wild game harvesting process is explained.</p>
2. Interpret the commercial and regulatory environment of wild game meat harvesting	<p>2.1. The role of Australian Quarantine Inspection Service (AQIS) and relevant state and territory regulatory authorities are explained.</p> <p>2.2. The importance of the relevant approved arrangement, food safety plan or management plan is explained.</p> <p>2.3. Relevant sections of AS 4464:2007 Hygienic Production of Wild Game Meat for Human Consumption are explained.</p> <p>2.4. The nature of prohibited areas/locations for harvesting is explained.</p> <p>2.5. Auditing, review and micro-testing programs which affect the industry are described.</p>
3. Operate effectively as an individual in the wild game harvesting industry	<p>3.1. Appropriate <i>communication skills and styles are used</i>.</p> <p>3.2. Occupational Health and Safety (OH&S) hazards are identified and appropriate precautions taken.</p> <p>3.3. Time and delivery obligations are managed.</p> <p>3.4. Personal hygiene requirements are described.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use appropriate communication styles

REQUIRED SKILLS AND KNOWLEDGE

- read and interpret workplace related documentation
- maintain the professional image of the industry in the performance of duties
- learn in order to accommodate change
- collect, analyse and organise information
- work with diverse individuals and groups
- interpret the needs of internal and external customers
- monitor and evaluate own performance

Required knowledge

Knowledge of:

- application of Approved Arrangement or management plan to the individual's duties
- implications of company, regulator and international reviews of game harvesting industry
- role of the state and federal regulators
- the steps in the wild game supply chain
- markets for the wild game products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Candidates must be able to demonstrate an understanding that the wild game industry is highly regulated and reviewed with high standards of hygiene expected by customers of both the product and workers.

Context of and specific resources for assessment

Competencies for this unit can be demonstrated either in the workplace or in a simulated environment.

Method of assessment

Assessment methods may include:

- workplace referee report
- on-the-job demonstration with assessor observation
- knowledge test
- oral and written examinations
- development of an explanatory flow chart
- preparation of a personal folio (either written or electronic) of key regulations, issues and responsibilities.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Wild game</i> refers to:</p>	<ul style="list-style-type: none"> • any vertebrate animal: <ul style="list-style-type: none"> • including a mammal, bird or reptile, but excluding fish; and • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include: <ul style="list-style-type: none"> • kangaroos • wallabies • wild boar • wild goat • possum • rabbit • hare • wild game birds.
<p><i>Wild game meat products</i> may</p>	<ul style="list-style-type: none"> • meat for human consumption • pet meat

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> processed skins and hides.
<i>Customer expectations</i> may include:	<ul style="list-style-type: none"> animal welfare microbiological specifications social accountability sustainability environmental awareness.
<i>Communication skills and styles</i> may include:	<ul style="list-style-type: none"> written reports and records electronic records establishing and using networks sharing information negotiation skills listening and understanding speaking clearly and directly giving descriptions and explanations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG301A Operate a game harvesting vehicle

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a game harvesting vehicle safely and hygienically.
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Application of the Unit

Application of the unit	This unit is suitable for vehicle operators who are harvesting wild game for commercial purposes. Operators will have responsibility for the operation and maintenance of the game harvesting vehicle, the loading and unloading of carcasses and the safe handling of cleaning chemicals and equipment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and maintain vehicle and equipment	1.1. Vehicle is cleaned and hygiene checked prior to harvesting operation. 1.2. <i>Consumables</i> are checked and replenished, as required. 1.3. <i>Equipment</i> is checked and maintained.
2. Load, transport and deliver to depot or processing works	2.1. Carcasses are loaded according to management plan and <i>regulatory requirements</i> . 2.2. Carcasses are loaded and transported to avoid contamination. 2.3. Delivery times are planned to meet regulatory and company requirements.
3. Unload <i>game</i> shot carcasses	3.1. Carcasses are unloaded according to management plan and regulatory requirements. 3.2. Carcasses are unloaded to minimise contamination. 3.3. Delivery times at field depots or processing plants are planned and achieved to meet regulatory and company requirements.
4. Clean truck and equipment	4.1. Vehicle is cleaned to meet regulatory requirements. 4.2. Cleaning chemicals are used that meet regulatory requirements in accordance with manufacturer instructions. 4.3. Kit and hanging pins are cleaned in accordance with the management plan. 4.4. Kit and hanging pins are stored so as to avoid contamination.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- clean vehicle and equipment to a required standard
- maintain the vehicle

REQUIRED SKILLS AND KNOWLEDGE

- operate the vehicle safely
- avoid contamination of carcasses during loading and unloading
- hang carcasses according to regulatory and corporate requirements
- plan transport to the depot to meet company and regulatory requirements
- complete required paperwork to a satisfactory standard
- use communication skills applicable to communicating with depot managers and/or processing company personnel and regulatory representatives
- clean and sanitise vehicle
- avoid contamination of kit and equipment in storage

Required knowledge

Knowledge of:

- regulations covering game harvesting vehicles
- supply of required consumables
- relevant sections of the Australian Standard
- potable water supply requirements
- lighting requirements
- hanging requirements
- importance of air flow
- regulations associated with transport, loading and unloading of carcasses
- causes of contamination during loading, transport and unloading
- methods for minimising contamination
- time requirements for refrigeration after death and sunrise
- regulatory requirements for identification and traceability of carcasses
- reporting and documentation requirements
- hygiene and sanitation during unloading
- personal hygiene Standard Operating Procedures (SOP)
- work instruction for carcase receipt
- depot requirements for receipt of carcasses
- Occupational Health and Safety (OH&S) hazards associated with handling carcasses
- Ways of minimising OH&S hazards associated with handling carcasses
- hygiene and sanitation requirements for game harvesting vehicles
- the purpose and uses of particular cleaning and sanitising chemicals
- importance of sanitising
- suitability of chemicals
- OH&S hazards associated with cleaning chemicals
- storage requirements for kit and hanging pins

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The assessment must represent a report on the candidate's ability to maintain, operate, load and unload carcasses during a game harvesting exercise.</p>
<p>Context of and specific resources for assessment</p>	<p>This competency has to be demonstrated under actual work conditions while harvesting game animals.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • video record • on-the-job observation by an assessor • third party such as a regulator or depot manager • oral or written test. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Consumables may include:

- sanitisers
- cleaning chemicals
- tags
- paper towels (if used)
- disposable rubber gloves (if used)
- delivery receipt books as required.

Equipment may include:

- knives
- scabbards
- wash tubs
- buckets
- hooks.

Regulatory requirements include:

- State and Federal regulations such as:
 - AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption.
- and administered by authorised bodies such as:
 - Food Authorities
 - Australian Quarantine inspection Service (AQIS)
 - Parks and Wildlife Authorities
 - State Government Departments.
-

Wild game refers to:

- any vertebrate animal:
 - including a mammal, bird or reptile, but

RANGE STATEMENT	
	excluding fish; and <ul style="list-style-type: none"> • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include: <ul style="list-style-type: none"> • kangaroos • wallabies • wild boar • wild goat • possum • rabbit • hare • wild game birds.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG302A Eviscerate, inspect and tag wild game carcase in the field

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to partially or fully eviscerate a game animal in the field.
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Application of the Unit

Application of the unit	This unit is applicable to game harvesters who are required to partially or fully eviscerate game animals in the field prior to delivery of game carcasses to a depot or processing plant. Tagging will be carried out according to company and regulatory requirements.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	MTMPSR203A Sharpen knives	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Eviscerate carcase	<p>1.1. Post-harvesting inspection is performed to identify any abnormality and disease.</p> <p>1.2. Carcases are eviscerated hygienically to company and regulatory requirements.</p> <p>1.3. A set routine for evisceration is consistently followed.</p> <p>1.4. Abnormal conditions and conditions that exclude carcases are identified.</p> <p>1.5. Hygiene between carcases is maintained.</p>
2. Inspect carcase	<p>2.1. Perform post-evisceration inspection for contamination.</p> <p>2.2. Identify diseases and conditions that exclude carcases are identified.</p> <p>2.3. Comply with trimming requirements.</p>
3. Tag animal and complete documentation	<p>3.1. Tagging requirements are accurately completed, where applicable to the species and regulatory requirement.</p> <p>3.2. Property is identified by name and/or property identification code (PIC).</p> <p>3.3. Species are identified for the purposes of completing tags</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to

- eviscerate carcases hygienically and avoid contamination
- consistently follow a set routine for evisceration
- handle knives safely and hygienically
- identify species
- read and interpret required workplace documentation
- apply numeracy skills to workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- develop practical solutions to workplace problems
- adapt to new situations
- manage time and priorities
- be open to learning and new ideas and techniques

Required knowledge

Knowledge of:

- types and causes of contamination
- trimming requirements
- relevant State Regulations
- relevant sections of the Australian Standard
- rejection and disposal processes
- hygiene and sanitation requirements
- company and regulatory requirements
- causes of contamination and cross contamination
- time requirements for evisceration
- Occupational Health and Safety (OH&S) hazards associated with the field during evisceration of game carcasses
- corporate requirements for tagging procedures
- state wildlife/conservation authority requirements for tagging
- property/location identification protocols

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Candidates must be able to:

- demonstrate competent evisceration of carcasses without guidance or supervision
- recognise diseases and abnormal conditions.

Context of and specific resources for assessment

This competency has to be demonstrated under actual work conditions either at a game depot or at a processing works receiving carcasses straight from the field.

Method of assessment

Methods of assessment may include:

- recognition of diseases and conditions from photographic records or preserved samples
- demonstration of evisceration in the presence of an assessor
- video record of evisceration.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Abnormal conditions</i> may include:	<ul style="list-style-type: none"> diseases and conditions injuries and wounds.
<i>Conditions that exclude carcasses</i> may include:	<ul style="list-style-type: none"> abscess or tumours (multiple) contamination (dirt, vegetable matter, faeces and ingesta) emaciation fly strike gangrene nasal and eye discharge (rabbits).
Maintenance of <i>hygiene between carcasses</i> will include:	<ul style="list-style-type: none"> hand washing cleaning of knives cleanliness of clothing.
<i>Property</i> refers to:	<ul style="list-style-type: none"> private property, farm, cattle station etc crown land.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG303A Receive and inspect wild game carcasses from the field

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to receive and inspect fresh field shot game carcasses directly from the harvester at a depot or processing plant
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Application of the Unit

Application of the unit	This unit applies to the receipt and inspection of fresh field shot wild game carcasses at field depots or straight to a processing works. The receiver will have responsibility for the inspection of carcasses and make a disposition on the carcasses, including the rejection of carcasses not suitable for processing. They will check that the tagging and time requirements are also met.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Receive <i>wild game</i> meat carcasses at a depot	<p>1.1. Receiving of carcasses is managed according to depot management plan.</p> <p>1.2. <i>Tags</i> are inspected to ensure compliance with company and <i>regulatory requirements</i>.</p> <p>1.3. Paperwork associated with carcasses from each harvester's load received is checked and stored.</p>
2. Inspect game meat carcasses	<p>2.1. Carcasses are inspected for contamination and accepted or rejected according to company and regulatory requirements.</p> <p>2.2. <i>Reasons for rejection of carcasses</i> are explained to game harvester.</p> <p>2.3. Relevant records of receipt of carcasses are prepared.</p>
3. Weigh carcasses, where applicable	<p>3.1. <i>Scales</i> are <i>prepared</i> in accordance with company and regulatory requirements.</p> <p>3.2. Carcasses are weighed.</p> <p>3.3. Records are completed and stored in accordance with company and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- inspect carcasses and make accurate dispositions
- identify
 - faecal material
 - abnormal carcasses
 - enlarged or discoloured kidneys
 - slimy or smelly meat surface
 - emaciated carcasses
 - abnormal animals
 - fly strike
 - mould

REQUIRED SKILLS AND KNOWLEDGE

- unacceptable contamination by other foreign matter
- inadequate dressing (bladder left in, pluck missing, kidney(s) missing etc)
- evidence of animal welfare issues (e.g. non head-shot/brain shot)
- receive and record harvester's paperwork, where applicable
- check tags for compliance
- prepare records of carcase receipt
- communicate with game harvesters and processing companies
- weigh carcasses (where appropriate)
- read and interpret workplace related documentation
- apply numeracy skills to workplace requirements
- share information
- show independence in identifying problems
- collect, analyse and organise information
- take initiative and make decisions within workplace role
- use technology and workplace-related equipment

Required knowledge

- causes of contamination at receipt
- hygiene and Occupational Health and Safety (OH&S) risks associated with carcase receipt
- relevant sections of AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption
- identification and traceability requirements
- eligible carcasses
- tag requirements
- Shire requirements
- areas prohibited to game harvesters
- lighting lux requirements to ensure adequate inspection at night
- OH&S hazards specific to receipt

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian game meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Candidates must be able to:

- demonstrate competent receipt and inspection of carcasses without guidance or supervision
- recognise diseases and abnormal conditions and make dispositions.

Context of and specific resources for assessment

This competency has to be demonstrated under actual work conditions either at a game depot or at a processing works receiving carcasses straight from the field.

Method of assessment

Assessment methods may include;

- workplace referee report
- video record of receipt and inspection
- on-the-job demonstration with assessor observation
- knowledge test
- recognition of diseases and conditions from photographic records or preserved samples.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Wild game refers to:	<ul style="list-style-type: none"> • any vertebrate animal: <ul style="list-style-type: none"> • including a mammal, bird or reptile, but excluding fish; and • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include: <ul style="list-style-type: none"> • kangaroos • wallabies • wild boar • wild goat • possum • rabbit • hare • wild game birds.
Harvester tags may include:	<ul style="list-style-type: none"> • 'Wildlife Authority' tags on macropods • company-approved tags.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • state and federal regulations administered by: <ul style="list-style-type: none"> • Food Authorities • Australian Quarantine Inspection Service (AQIS) • Parks and Wildlife Authorities and State Government Departments • other authorities as applicable • relevant regulations including carcass age • relevant sections of the Australian Standard AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption.
Reasons for <i>rejection of carcasses</i> may include:	<ul style="list-style-type: none"> • undersize • restricted species • sourced from restricted area • contamination • disease or abnormality • outside time and temperature limits.
<i>Preparation of scales</i> may include:	<ul style="list-style-type: none"> • calibration • cleaning and sanitising.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG304A Receive and inspect wild game carcasses at a processing plant

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the competencies required to make a disposition on game carcasses as they are received at a game processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to an operator who performs pre-dressing inspection of game carcasses at a processing plant. The operator will assess carcasses according to regulatory and customer requirements and make appropriate dispositions.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform pre-dressing inspection of <i>wild game</i> animal carcasses	1.1. Relevant work instructions and standard operating procedures (SOPs) are followed. 1.2. <i>Tags</i> of all carcasses are inspected for compliance. 1.3. Tags of all carcasses are inspected for determination of eligibility. 1.4. All types of <i>contamination, diseases and abnormalities</i> relevant to making a disposition are identified. 1.5. Disposition is made according to the relevant work instruction. 1.6. Carcasses are retained, where required. 1.7. Inspection results are communicated and recorded.
2. Test and record the temperature of wild game animal carcasses (where applicable to the work instruction)	2.1. Work instruction for taking carcass temperature is implemented. 2.2. Disposition is made according to work instruction for testing carcass temperature. 2.3. Sampling procedures for temperature testing are implemented. 2.4. Carcass temperature is manually tested. 2.5. Sample carcasses are retained for micro-testing, where applicable.
3. Weigh carcasses (where part of work instruction or employee's duties)	3.1. Relevant work instruction and SOPs are followed for weighing carcasses on receipt. 3.2. Scales are prepared and tared. 3.3. Carcasses are weighed. 3.4. Under weights are reported.
4. Maintain records (where part of work instruction or employee's duties)	4.1. Depot and truck temperature data logging records are retrieved and stored. 4.2. Receipt records are recorded and stored. 4.3. Reports are prepared according to workplace and <i>regulatory requirements</i> . 4.4. Issues associated with record keeping are communicated to appropriate personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- assess harvester tags for completeness, eligibility and accuracy
- assess temperature of carcasses (where required)
- identify
 - faecal material
 - ingesta
 - enlarged or discoloured kidneys
 - indication of any decomposition process
 - emaciated carcasses
 - abnormal animals
 - fly strike
 - mould
 - unacceptable contamination by other foreign matter
 - faulty dressing (bladder left in, pluck missing, kidney(s) missing etc)
 - evidence of animal welfare issues (e.g. non head-shot/brain shot)
- determine which carcase needs to be retained
- communicate and record inspection results
- ensure requirements of the work instruction have been addressed
- read and interpret workplace related documentation
- apply numeracy skills to workplace requirements
- share information
- show independence during inspection
- work without supervision
- where necessary delegate
- collect, analyse and organise information
- take initiative and make decisions within workplace role
- use technology and workplace-related equipment

Required knowledge

Knowledge of:

- relevant sections of AS 4464: 2007 Hygienic Production of Wild Game Meat for Human Consumption
- importance of the process and the need to control the unloading process to ensure adequate inspection
- relevant work instruction and Standard Operating Procedures (SOPs)

REQUIRED SKILLS AND KNOWLEDGE

- state wildlife/conservation authority requirements
- company Food Safety Approved Program requirements
- Occupational Health and Safety (OH&S) hazards associated with unloading
- lighting requirements
- temperature requirements
- sampling and temperature check procedures and reporting requirements
- micro testing arrangements
- rejection and disposal processes
- carcass retain procedures
- calibration requirements
- processes for scales preparation and carcass weighing
- weight requirements and underweight reporting procedures
- company and regulatory reporting requirements
- approved tag requirements
- inspection records requirements
- evidence of diseases and conditions
- causes of contamination
- anatomy of game animals sufficient to provide meaningful and objective feedback to harvesters and depot managers
- identification and traceability regulations/requirements
- nature of data logger information

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidates must be able to:</p> <ul style="list-style-type: none"> • demonstrate competent pre-dressing inspection of carcasses following presentation without guidance or supervision • recognise diseases and abnormal conditions and make dispositions.
<p>Context of and specific resources for assessment</p>	<p>This competency has to be demonstrated under actual work conditions at a game processing works receiving carcasses either from field depots or direct from the field.</p>
<p>Method of assessment</p>	<p>Assessment methods may include:</p> <ul style="list-style-type: none"> • workplace referee report • on-the-job demonstration with assessor observation • knowledge test • recognition of diseases and conditions from photographic records or preserved samples • oral and written examinations.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Wild game refers to:	<ul style="list-style-type: none"> • any vertebrate animal: <ul style="list-style-type: none"> • including a mammal, bird or reptile, but excluding fish; and • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include: <ul style="list-style-type: none"> • kangaroos • wallabies • wild boar • wild goat • possum • rabbit • hare • wild game birds.

RANGE STATEMENT	
Approved <i>tags</i> may include:	<ul style="list-style-type: none"> • harvester or company tags • state and territory wildlife authority tags.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • faecal material • ingesta • fly strike • mould • unacceptable contamination by other foreign matter • inadequate dressing (e.g. bladder left in, pluck missing and kidneys missing).
<i>Diseases and abnormalities</i> may include:	<ul style="list-style-type: none"> • tumours • abscesses • cysts • abnormal carcasses • nasal and eye discharge (rabbits) • any other conditions listed in AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption that are relevant to making a disposition at this inspection point.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • state, territory and federal regulations administered by: <ul style="list-style-type: none"> • food authorities • Australian Quarantine Inspection Service (AQIS) • parks and wildlife authorities • state and territory government departments • relevant sections of AS 4464:2007 Hygienic production of wild game meat for human consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG305A Store wild game carcasses

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the knowledge of the initial chill and storage requirements as well as the skills required to move carcasses safely and hygienically into and out of wild game carcasses depots.
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Application of the Unit

Application of the unit	This unit is applicable to workers in, and managers of wild game depots.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store <i>wild game</i> carcass product	1.1. Rails are used according to <i>workplace requirements</i> to transfer wild game carcass product into the chiller according to workplace and <i>Occupational Health and Safety (OH&S) requirements</i> . 1.2. Carcass meat product is identified and stored in appropriate area according to workplace requirements. 1.3. Carcass meat product is chilled and <i>stored</i> at correct temperature according to workplace and <i>regulatory requirements</i> . 1.4. Carcasses are spaced to achieve chilling and storage temperature requirements.
2. Perform basic refrigeration maintenance	2.1. Basic troubleshooting is performed on refrigeration units. 2.2. Chiller operation and condition is assessed. 2.3. Gas levels and defrost cycles are monitored. 2.4. Manual defrost is performed.
3. Monitor carcass temperature	3.1. Deep muscle time/temperature is monitored and recorded according to workplace requirements. 3.2. Data logger monitoring is undertaken according to regulatory and company requirements. 3.3. Thermometers are calibrated according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • work efficiently in teams and individually • measure and record temperature if part of workplace requirements • move carcass according to workplace, OH&S, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements • store carcass product according to workplace, OH&S, hygiene and sanitation, QA

REQUIRED SKILLS AND KNOWLEDGE

and regulatory requirements

- explain workplace requirements related to storing carcass product
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- handling procedures for carcass product
- hygiene and sanitation requirements related to storing carcass product
- methods of product transfer
- OH&S requirements to reduce potential risks
- potential OH&S risks related to storing carcass product, transferring carcasses on a rail, and working in a cold environment
- regulatory requirements related to storing carcass product
- importance of storing product at the required ambient temperature

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under normal operating conditions.

Context of and specific resources for assessment

Assessment must be conducted in an accredited game depot environment.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- workplace demonstration of competency for the assessor
- workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the

EVIDENCE GUIDE	
	work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Wild game</i> refers to:</p>	<ul style="list-style-type: none"> • any vertebrate animal: <ul style="list-style-type: none"> • including a mammal, bird or reptile, but excluding fish; and • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include: <ul style="list-style-type: none"> • kangaroos • wallabies • wild boar • wild goat • possum • rabbit • hare • wild game birds.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures {SOPs} • the ability to perform the task to production

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Store</i> area may include:	<ul style="list-style-type: none"> • blast freezer • chiller • conditioning tunnels • freezers.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • AS 4464:2007 Australian Standard for Hygienic Production of Wild Game Meat for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMG306A Use firearms to harvest wild game

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This competency covers the skills and knowledge required to harvest animals humanely and defines the standard required to:</p> <ul style="list-style-type: none"> • identify the species to be harvested • prepare and handle ammunition and weapons safely • ensure the harvesting area is clear and notifications have been made where necessary • harvest the animal using a shot to a body site appropriate to the target species that causes instant death and is prescribed in the relevant code of practice.
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Application of the Unit

Application of the unit	This unit is applicable to training field harvesters who are harvesting wild game.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Plan harvesting of <i>wild game</i> animals	<p>1.1. Anatomy and physical features of target animal are confirmed, including location of vulnerable organs of target animal.</p> <p>1.2. Location of habitats, habits and range of movements of target animal are identified.</p> <p>1.3. Timing of the harvest is determined based on the activity patterns of the target animal.</p> <p>1.4. Hazards associated with the harvest are identified in accordance with Occupational Health and Safety (OH&S) standards.</p> <p>1.5. Environmental and public safety risks associated with the harvest are identified.</p>
2. Prepare for the harvesting job	<p>2.1. Location and boundaries for the harvest are determined in accordance with the animal management plan.</p> <p>2.2. Time and duration of the harvest are checked and relevant personnel notified, where applicable.</p> <p>2.3. Precautions to minimise hazards associated with the harvest are taken in accordance with OH&S standards.</p> <p>2.4. Precautions to minimise environmental risks associated with the harvest are taken.</p> <p>2.5. Firearm licences, harvesting permits or exemptions are confirmed as current in accordance with statutory requirements.</p> <p>2.6. Firearm and ammunition types are selected to comply with those recommended for the target animal in accordance with regulatory requirements and animal ethics guidelines.</p> <p>2.7. Firearm is zeroed and test fired in accordance with industry practice.</p> <p>2.8. Firearm is stowed unloaded and in safety mode for transport.</p>
3. Harvest animals	<p>3.1. Personal Protective Equipment (PPE) is used in accordance with OH&S standards and statutory requirements.</p> <p>3.2. Firearm is carried safely with muzzle pointing in safe direction at all times in accordance with statutory requirements and industry practice.</p> <p>3.3. Firearm is loaded, discharged and unloaded safely in accordance with regulatory requirements.</p> <p>3.4. Target animal is inspected pre-harvest for suitability.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>3.5. Firearm is aimed at vulnerable sites on the animal according to target species.</p> <p>3.6. Each target animal is killed using a minimum of shots.</p> <p>3.7. Each target animal is checked to ensure it is dead prior to selecting the next target animal.</p> <p>3.8. Target animals that have not been killed are destroyed cleanly in a humane manner in accordance with animal welfare regulations and statutory requirements.</p> <p>3.9. Carcasses are bled in accordance with industry practice.</p>
4. Clean and store equipment and material	<p>4.1. Firearms are maintained and stored in accordance with manufacturer instructions and statutory requirements.</p> <p>4.2. Ammunition is stored in accordance with statutory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify hazards and implement safe operating procedures
- plan own work activities
- manage own time
- maintain and store weapons
- handle weapons
- ability to assess viability of shot
- use weapons to harvest accurately
- minimise animal trauma

Required knowledge

Knowledge of:

- OH&S, environment, public risk and animal welfare legislative and enterprise

REQUIRED SKILLS AND KNOWLEDGE

requirements

- common law principles relating to property, stock, duty of care and due diligence
- animal life cycles and behaviours
- anatomy and physical features of the animal
- firearms safety
- suitable firearms and ammunition for target species
- emergency procedures appropriate to the firearms handling

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- confirm the species to be harvested
- prepare and handle ammunition and weapons safely
- ensure the harvesting area is clear and notifications have been made where necessary
- shoot the animal in a body site appropriate to the target species that causes instant death and is prescribed in the relevant code of practice.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

EVIDENCE GUIDE	
	Element 3 can be assessed in the field culling game or utilising a realistic simulation in the field.
Method of assessment	<p>This unit may be assessed holistically with other units.</p> <p>The assessment strategy for this unit must verify required knowledge, skill and application using the following assessment methods:</p> <ul style="list-style-type: none"> • field assessment of harvest skills • oral/written questions • professional conversations • direct observation. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Wild game refers to:	<ul style="list-style-type: none"> • any vertebrate animal: <ul style="list-style-type: none"> • including a mammal, bird or reptile, but excluding fish; and • of a species that can be legally harvested; and • not husbanded in the manner of a farmed animal; and • is killed in the field. • and may include:

RANGE STATEMENT

	<ul style="list-style-type: none">• kangaroos• wallabies• wild boar• wild goat• possum• rabbit• hare• wild game birds.
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Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Wild game animals
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MTMP2002C Prepare animals for slaughter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manage and handle animals in lairage prior to slaughter.
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Application of the Unit

Application of the unit	This unit is applicable to stock handlers in a slaughtering establishment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage animals in <i>lairage</i>	1.1. Animals are received into lairage according to <i>workplace requirements</i> . 1.2. Animals in lairage are handled to minimise stress and according to workplace requirements. 1.3. Animal welfare issues in relation to the <i>handling</i> of animals in lairage are dealt with according to regulatory and workplace requirements including provision of food and water. 1.4. <i>Records of all livestock movements</i> on plant are maintained according to workplace requirements. 1.5. Animals are handled according to <i>Occupational Health and Safety (OH&S) requirements</i> .
2. Present animals for slaughter	2.1. Animals are <i>selected</i> for slaughter according to <i>product specifications</i> and workplace requirements. 2.2. Animals are <i>prepared</i> for slaughter at a rate to maintain productivity according to workplace requirements. 2.3. Animals are presented for slaughter in a suitable condition to maintain the <i>standards of product</i> . 2.4. Animals are presented for slaughter according to workplace, animal welfare, <i>regulatory</i> and OH&S <i>requirements</i> .
3. Maintain flow and order of animals	3.1. Animals are made available to meet start-up times and chain speed requirements. 3.2. Flow and order of animals is maintained according to start-up times and chain speed requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- ensure mob or lot separation and comply with regulatory or importing country's requirements

REQUIRED SKILLS AND KNOWLEDGE

- follow workplace recordkeeping procedures for receipt of animals
- keep accurate stock receipt records
- plan and maintain the flow and order of animals to meet production requirements
- move stock around pens and lairage in accordance with workplace requirements
- comply with animal welfare requirements for animals kept in lairage
- deal with sick and injured stock in accordance with workplace and regulatory requirements
- utilise stock identification systems accurately and comply with regulatory requirements related to the identification of stock
- work effectively as an individual and as part of a team
- apply relevant *communication skills*
- fulfil OH&S requirements for handling stock in lairage
- meet workplace and regulatory requirements in relation to animal welfare requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work cooperatively with other stock handlers

Required knowledge

- workplace Standard Operating Procedures (SOPs) and work instructions for animal handling
- animal welfare requirements
- regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when meeting the demands of moving stock to supply normal production requirements.

Context of, and specific resources for assessment

Assessment must be undertaken in an operating abattoir.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Lairage facilities will vary according to the species and may include:

- paddocks
- pens
- sheds
- yards.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Livestock ***handling*** methods may include the use of goads such as:

- audio
- dogs
- electrical
- mechanical.

Records of livestock movement may include:

- receivable documents
- reconciliations of livestock on hand
- slaughter data.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Selection</i> of suitable livestock for slaughter may require consideration of:	<ul style="list-style-type: none"> • health status • length of lairage period • product specification.
<i>Product specification</i> may be described by:	<ul style="list-style-type: none"> • breed or type • carcass characteristics (e.g. age, sex, weight) • skin, hide or coat characteristics • species • standard of preparation and presentation.
Animal <i>preparation</i> may include:	<ul style="list-style-type: none"> • whole or partial wash down.
<i>Standards of product</i> may be described by:	<ul style="list-style-type: none"> • customer specifications • industry standards • workplace grades or classification.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information

RANGE STATEMENT	
	<ul style="list-style-type: none"> • speaking clearly and directly • working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2004B Feed Race

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to move animals along a race and into the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers responsible for feeding stock from pens to the slaughter floor at abattoirs and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Feed race	1.1. <i>Animals</i> are fed into race effectively and humanely in accordance with <i>workplace</i> and <i>regulatory requirements</i> . 1.2. Goads are used in accordance with workplace requirements. 1.3. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and complied with. 1.4. Animal welfare requirements are identified and met. 1.5. Stock is segregated in accordance with work instructions. 1.6. Requirements for mob separation are identified and complied with.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- feed the race to maintain production requirements
- feed the race without causing undue stress to the animals
- maintain segregation according to workplace requirements
- maintain the flow of animals to meet production requirements
- use goads in accordance with work instructions, OH&S and animal welfare requirements
- restrain the animal to workplace and OH&S requirements
- apply relevant *communication skills*
- cooperate and communicate with other stock handlers to move stock
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- animal welfare requirements
- correct use of goads

REQUIRED SKILLS AND KNOWLEDGE

- regulatory requirements for segregation (e.g. cattle for the European Union)
- required segregation of animals
- Standard Operating Procedures (SOPs) and work instructions relevant to feeding the race
- workplace requirements related to feeding the race and the reasons for these requirements
- characteristics of breeds, sex and age of animals as they relate to work duties

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated while complying with workplace and regulatory requirements and at normal production speed at the plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>The skills component of this unit must be assessed at a functioning abattoir.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Animal applies to:

- all livestock of various temperaments from very tame to wild and unused to human contact or handling procedures
- all species and breeds of livestock (also all ages) handled in an establishment for slaughter.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- all domestic and importing countries' animal welfare Standards and legislation
- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and

RANGE STATEMENT	
	<p>programs</p> <ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2005B Restrain animal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to restrain animals prior to stunning.
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Application of the Unit

Application of the unit	This unit applies to workers in an abattoir responsible for operating restrainers such as knocking boxes and V belt restrainers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Restrain <i>animal</i>	<p>1.1. Animal is restrained to <i>workplace requirements</i>.</p> <p>1.2. Animal welfare requirements are identified and complied with.</p> <p>1.3. Operation of mechanical restraints is monitored in accordance with workplace requirements.</p> <p>1.4. <i>Occupational Health and Safety (OH&S) requirements</i> are met when restraining animal.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- maintain segregation according to workplace requirements
- maintain the flow of animals to meet production requirements
- restrain animals to maintain production requirements
- restrain stock without causing undue stress to the animals
- restrain the animal to workplace and OH&S requirements
- use goads, where applicable, in accordance with work instructions, OH&S and animal welfare regulations
- apply relevant *communication skills*
- cooperate and communicate effectively with other workers
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- animal welfare requirements
- correct use of goads
- regulatory requirements for segregation (e.g. cattle for the European Union)
- the impact of stress and injury on meat quality

REQUIRED SKILLS AND KNOWLEDGE

- the relevant standard operating procedures (SOPs) and work instructions
- the required segregation of animals
- the workplace and OH&S requirements related to restraining animals and the reasons for these requirements
- relevant regulatory requirements
- characteristics of breeds, sex and age of animals as they relate to work duties

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed and while complying with animal welfare codes.</p>
<p>Context of, and specific resources for assessment</p>	<p>The skills component of this unit must be assessed at an operating abattoir.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this unit of competency is</p>

EVIDENCE GUIDE**assessment**available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.**Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Animal applies to:

- all livestock of various temperaments from very tame to wild and unused to human contact or handling procedures
- all species and breeds of livestock (also all ages) handled in an establishment for slaughter.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • all relevant domestic and importing countries' animal welfare standards and legislation • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2006B Apply animal welfare and handling requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify animal welfare issues and comply with the necessary requirements when handling animals. The requirements include all workplace and regulatory requirements for humane handling.
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Application of the Unit

Application of the unit	This unit is applicable to all personnel responsible for handling livestock at a meat processing plant including those responsible for unloading stock, managing animals in lairage, moving stock and preparing them for slaughter.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and explain <i>animal handling practices</i>	1.1. Work instructions and work practices for the welfare and handling of animals are identified. 1.2. The impact on the quality of meat of stressing and/or injuring animals is identified. 1.3. Defects in meat quality resulting from poor handling techniques of live animals are identified.
2. Identify and explain animal welfare requirements	2.1. <i>Workplace</i> and <i>regulatory requirements</i> for handling animals humanely are identified and explained. 2.2. Relevant sections of the applicable Animal Welfare Standard and relevant legislation are identified and explained.
3. Identify and explain <i>Occupational Health and Safety (OH&S) requirements</i> for handling animals safely	3.1. Risks associated with handling animals are identified. 3.2. OH&S requirements associated with handling animals are identified.
4. Identify and explain stock flow and lot identification procedures	4.1. Individual animals are identified, where appropriate, according to workplace, OH&S and regulatory requirements. 4.2. The purpose and identification of lots is explained. 4.3. Lots are identified according to workplace requirements. 4.4. The consequences of incorrect lot identification are explained. 4.5. Importance of maintaining the flow of stock for production is explained.
5. Identify and explain requirements for dealing with sick and injured stock	5.1. Workplace and regulatory requirements are explained. 5.2. Emergency kill arrangements are described.
6. Apply animal welfare and handling techniques	6.1. Animals are handled in a way that complies with workplace requirements and minimises stress. 6.2. Animals are handled safely in accordance with workplace and OH&S requirements. 6.3. Sick and injured stock are handled in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify animals *suitable for slaughter*
- accurately complete *records* of *livestock movement*
- *communicate* effectively and appropriately with fellow workers (e.g. to exchange information with stockperson)
- comply with workplace procedures and requirements for handling livestock
- identify the relevant sections of the animal welfare standard and code
- identify relevant regulatory requirements

Required knowledge

Knowledge of:

- workplace procedures for receipt of animals
- workplace requirements for maintaining flow and order of animals
- impact of stress and injury on product quality, including hides and skins
- lot identification of stock and its importance with regard to trace back
- OH&S hazards of handling stock
- the relevant sections of the animal welfare standard and code
- relevant work instructions and Standard Operating Procedures (SOPs) associated with tasks undertaken

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated utilising the most current legislation and codes.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must involve some practical demonstration of competency in lairage situations.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Animal handling practices may include the use of goads such as:

- audio
- electrical
- dogs
- mechanical.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations and Australian Standards
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- Animal Welfare Standards.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • personal protective equipment (PPE): <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Suitability of animals for slaughter</i> may require consideration of:	<ul style="list-style-type: none"> • health status • length of lairage period • product specification.
<i>Records of livestock movement</i> may include:	<ul style="list-style-type: none"> • receivable documents • reconciliations of livestock-on-hand • slaughter data.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2007B Perform emergency kill

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to kill sick or injured stock in lairage under the direction of an authorised AQIS officer or other person with appropriate company or regulatory authority.</p> <p>The unit must only be undertaken by individuals already holding a current firearms licence where firearms are used to perform emergency kills.</p>
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Application of the Unit

Application of the unit	<p>This unit is applicable to stock handlers who are responsible for killing sick and injured livestock at abattoirs while they are still in pens or holding areas.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify <i>stock</i> requiring emergency slaughter	<p>1.1. Emergency circumstances requiring stock to be killed in lairage are identified.</p> <p>1.2. Persons with the authority to order an emergency kill are identified.</p> <p>1.3. Stock requiring emergency kill arrangements are identified correctly according to <i>workplace</i>, animal welfare and <i>regulatory requirements</i>.</p>
2. Perform emergency kill	<p>2.1. Stock requiring emergency kill arrangements are isolated according to workplace and regulatory requirements.</p> <p>2.2. Emergency kill is performed according to <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>2.3. Emergency kill is performed according to workplace and regulatory requirements.</p> <p>2.4. Necessary documentation is completed according to workplace requirements.</p> <p>2.5. Arrangements for removal of carcase are completed according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify animals requiring emergency kill
- perform emergency kills safely and humanely in accordance within company and regulatory requirements
- comply with the regulatory and company requirements for the isolation of the identified animal, the performance of the emergency kill and disposal of the carcase
- make arrangements for the disposal of the carcase according to workplace and regulatory requirements
- follow the regulatory and company requirements for the authorisation and documentation of emergency kills

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *communication skills*
- complete relevant documentation
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the regulatory and company requirements for the authorisation and documentation of emergency kills
- the relevant animal welfare, workplace and regulatory requirements covering emergency kills
- regulatory and company requirements for the authorisation and documentation of emergency kills
- regulatory and company requirements for the isolation of the identified animal, the performance of the emergency kill and disposal of the carcass

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Emergency kills are demonstrated as a normal part of the duties of the individual handling stock.</p>
<p>Context of, and specific resources for assessment</p>	<p>The skills component of this unit must be assessed at an operating abattoir.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • verified work log or diary • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Stock applies to:

- all livestock of various temperaments from very tame to wild and unused to human contact or handling procedures
- all species and breeds of livestock (also all ages) handled in an establishment for slaughter.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- all domestic and importing countries' animal welfare guides and legislation
- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplaces could include:

- abattoirs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • any establishment handling live animals • knackers' yards • paddocks • stockyards • transport, races and pens and knocking boxes.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and recording information • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2008A Assess, purchase and transport calves

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit details the skills and knowledge required to humanely, hygienically and safely assess, purchase and transport young (bobby) calves.
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Application of the Unit

Application of the unit	This unit is applicable to operators who pick up young calves at dairy farms and transport them to processing works and depots for consolidating orders.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect calves available for collection from farms	<p>1.1. Calves are checked to meet <i>specifications for transport and slaughter</i>.</p> <p>1.2. Calves are checked to meet regulatory requirements.</p> <p>1.3. Calves not suitable for transport or slaughter are identified and rejected, where necessary.</p> <p>1.4. Reasons for rejecting calves are explained to farmers (where necessary).</p>
2. Weigh and load young calves, where applicable	<p>2.1. Calves are lifted safely and humanely onto scales.</p> <p>2.2. Calves are loaded safely onto truck or trailer.</p> <p>2.3. Weights are recorded.</p> <p>2.4. Occupational Health and Safety (OH&S) risks are identified and minimised when loading calves.</p>
3. Prepare paperwork associated with purchase of young calves	<p>3.1. National Livestock Identification System (NLIS) and National Vendor Declaration (NVD) requirements for calves to be transported are completed.</p> <p>3.2. Paperwork is prepared in accordance with company and regulatory requirements.</p>
4. Transport young calves	<p>4.1. Collection trips are planned to meet company and regulatory requirements.</p> <p>4.2. Calves are transported in accordance with company and regulatory requirements.</p> <p>4.3. Calves are monitored in transport in accordance with company and regulatory requirements.</p> <p>4.4. Appropriate action is taken to manage sick or injured calves.</p>
5. Unload calves	<p>5.1. Calves are unloaded safely and humanely according to company and regulatory requirements.</p> <p>5.2. Required paperwork is completed and presented.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to

- identify calves fit for transport and processing
- communicate to explain reasons for refusing selection of calves
- load, transport and unload bobby calves humanely, safely and hygienically
- accurately complete relevant paperwork
- plan pick up runs to meet regulatory and company requirements for time off feed
- identify and observe OH&S requirements when handling calves
- read and interpret relevant workplace documents
- share information
- manage time and priorities

Required knowledge

Knowledge of:

- relevant company and regulatory requirements
- relevant calf behaviour
- animal welfare issues associated with handling and transporting young calves
- relevant paperwork for purchasing
- record keeping requirements
- NLIS requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competencies for handling, loading, transport and unloading of calves must be demonstrated using live animals.

Context of and specific resources for assessment

Assessment must be conducted under normal operating conditions.

Method of assessment

Recommended forms of assessment include:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>specifications for transport and slaughter</i> include:</p>	<ul style="list-style-type: none"> • land transport Standard • age • dentition • weight • time off food • handling requirements • documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2009B Unload livestock

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to unload animals from transport. It requires a working knowledge of animal handling techniques and associated facilities and equipment. The work is likely to be carried out under routine supervision within enterprise guidelines.</p> <p>Competency requires an awareness of legislative requirements with regard to animal welfare.</p>
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Application of the Unit

Application of the unit	This unit is applicable to those responsible for unloading stock from transport at abattoirs.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check facilities and equipment	1.1. Required <i>facilities and equipment</i> are identified. 1.2. The work site, facilities and equipment are checked for <i>hazards</i> . 1.3. Repairs and maintenance of facilities and equipment required for the unloading of livestock are carried out or reported where necessary. 1.4. Personal Protective Equipment (PPE) and clothing is used and stored.
2. Unload <i>animals</i>	2.1. Animals are unloaded in a <i>safe manner</i> to comply with animal welfare, company and <i>regulatory requirements</i> . 2.2. Livestock is <i>identified</i> , counted and recorded according to enterprise procedures. 2.3. Workplace records are maintained according to <i>workplace</i> and regulatory requirements. 2.4. Documentation is completed according to regulatory and transporter requirements. 2.5. Agreement on condition of animals is reached with the transporter.
3. Perform appropriate animal health procedures	3.1. Stock is sorted, if required, with sick or injured stock segregated according to workplace and regulatory requirements. 3.2. Animal health treatments are performed off truck as instructed. 3.3. Animals are fed and watered to enterprise requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare equipment and working dogs (when used) for handling animals
- monitor animal behaviour and recognise irregularities

REQUIRED SKILLS AND KNOWLEDGE

- provide due care and handle animals safely and humanely
- use goads (where applicable), in accordance with work instructions, *Occupational Health and Safety (OH&S)* and animal welfare requirements
- calculate animal numbers and assess and calculate feed and water requirements
- apply relevant *communication skills*
- cooperate and communicate with others to facilitate unloading stock
- work effectively as an individual and as part of a team
- comply with relevant OH&S and animal welfare legislative requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work effectively with others to facilitate unloading of stock

Required knowledge

Knowledge of:

- animal basic health and nutritional requirements
- animal herding and flocking behaviour
- working dogs' uses and techniques (where appropriate)
- animal handling and movement methods and techniques
- animal welfare standards
- Standard Operation Procedures (SOPs) and work instruction relevant to unloading stock
- relevant OH&S and animal welfare legislative requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competence requires evidence of the ability, under supervision, to:

- safely and humanely unload animals in a calm and controlled manner
- anticipate animal behaviour
- provide and maintain appropriate animal health and nutritional requirements.

Evidence must also be demonstrated in the employment of safe workplace and positive environmental practices.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third- party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Facilities and equipment</i> may include:	<ul style="list-style-type: none"> • fixed and portable loading ramps • pens • prods • yards.
<i>Hazards</i> may include:	<ul style="list-style-type: none"> • animal movement and handling • dust • gates • moving trucks and other vehicles • solar radiation • uneven work surfaces.
<i>Animals</i> include:	<ul style="list-style-type: none"> • cattle • goats • horses • pigs • sheep.
<i>Safe manner</i> includes:	<ul style="list-style-type: none"> • animal handling including zoonoses control (e.g. Q fever)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • hazard and risk control • manual handling • outdoor work including protection from solar radiation, dust and noise • the appropriate use and maintenance of personal protective equipment.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Animal Welfare Standards • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Identification</i> system used may include:	<ul style="list-style-type: none"> • tail tags • other means of identification of animals including electronic systems.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2011C Identify animals using electronic systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the identification of animals using electronic systems.
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Application of the Unit

Application of the unit	This unit is applicable to workers in stockyards, saleyards and slaughter floors where livestock (or carcasses) are identified using electronic readers for stock ear tags or boluses.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify animals using electronic systems	1.1. The <i>regulatory requirements</i> for electronic identification of individual animals are identified and met. 1.2. Start-up procedures for electronic <i>readers</i> are identified and followed. 1.3. The identification and recording system is operated according to work instructions (incorporating tail tag data where appropriate). 1.4. Animals are identified electronically by scanning stock to <i>workplace requirements</i> . 1.5. Sources of errors in identification and/or malfunction of the system are explained and identified. 1.6. Consequences of incorrect identification of animals are explained.
2. Maintain, clean and monitor electronic identification system	2.1. Routine maintenance, cleaning and monitoring are undertaken according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- complete start-up procedures for electronic readers and recordings
- identify the steps in animal identification
- scan stock electronically in yards and pens (where applicable)
- operate the identification and recording system according to work instructions
- identify the sources of errors in identification and/or malfunction of the system
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *Occupational Health and Safety (OH&S)* and regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- undertake routine maintenance, cleaning and monitoring according to workplace requirements

Required knowledge

- the consequences of incorrect identification of animals
- the National Livestock Identification System (NLIS)
- the reasons for animal identification
- relevant OH&S and regulatory requirements
- the steps in animal identification

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal rates of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must include a demonstration of on-the-job competency while performing a task in the workplace.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Readers may vary between:

- manufacturers
- species
- workplace applications.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Communication skills may include:

- listening and understanding
- sharing information
- speaking clearly and directly
- working and communicating with diverse individuals and groups.

RANGE STATEMENT	
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2012C Shackle animal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to shackle and hang an animal on a processing rail after stunning.
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Application of the Unit

Application of the unit	This unit is applicable to shackling any species either by the front or hind legs either before or after sticking.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Shackle animal	1.1. Animal is shackled in accordance with <i>workplace</i> and <i>Occupational Health and Safety (OH&S) requirements</i> . 1.2. Animal is checked for consciousness (where part of the work instruction). 1.3. Animal is hung at a height and rate suitable for next operator. 1.4. Where applicable a hoist is used according to workplace requirements. 1.5. Equipment is checked for faults in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- check all equipment for faults to allow safe operation of shackling equipment
- identify defects in shackling gear and equipment
- shackle an animal according to workplace and OH&S requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take corrective action immediately if animals are ineffectively stunned
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- OH&S requirements related to the shackling of animals
- the consequences of incorrect shackling of animals
- relevant regulatory requirements
- work instructions related to shackling animals

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The candidate must be competent at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>This unit must be assessed on a working chain and at normal production speed.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SPOs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice etc.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working and communicating with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2013C Operate electrical stimulator

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate manual carcase stimulation equipment or monitor automatic carcase stimulation equipment.
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Application of the Unit

Application of the unit	The unit is applicable to slaughter floor operatives responsible for the operation or monitoring of manual or automatic carcase stimulators.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct pre-operational check of <i>stimulation equipment</i>	1.1. Electrical stimulation unit is regularly checked to ensure it is in good working order. 1.2. Equipment is maintained by cleaning electrodes (where applicable). 1.3. Circuit boards or cards are replaced if a fault develops (where this forms part of operator's work instructions).
2. Follow effective electrical stimulation procedures	2.1. Electrical stimulation is applied within the required time after stunning. 2.2. Constant contact with electrodes is ensured during stimulation. 2.3. <i>Occupatioanl Health and Safety (OH&S) requirements</i> are identified and met. 2.4. Stimulation is run to its full time according to the workplace or manufacturer's specifications for the type of stimulation equipment. 2.5. When using the nasal or rail methods, the carcase contact with the rubbing bar is maintained during electrical stimulation to ensure stimulation is effective. 2.6. Loss of voltage is prevented by keeping carcasses separated during stimulation. 2.7. Peak voltage levels are checked and maintained to ensure effective stimulation. 2.8. Carcase is stimulated in accordance with workplace requirements.
3. Check for ineffective stimulation	3.1. Electrical stimulation unit is checked regularly to ensure that current is maintained to specified level, stimulation is applied within specified time limits after stunning, and duration of stimulation meets workplace requirements. 3.2. Electrodes are checked to ensure they are attached during stimulation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- conduct pre-operational checks
- conduct effective electrical stimulation of carcasses according to workplace requirements
- stimulate carcasses within the correct time after stunning
- ensure correct voltage levels are used as well as minimum and maximum stimulation times
- check for ineffective stimulation
- keep stimulation units well maintained and in good working order
- apply relevant *communication skills*
- comply with the OH&S requirements for operating electrical stimulation equipment
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the basic operations of the stimulator
- the benefits of effective stimulation
- the purpose of electrically stimulating a carcass
- events which would indicate that the stimulation is ineffective
- the relevant work instruction
- relevant regulatory and workplace requirements
- OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in the workplace at normal chain speed.

Context of, and specific resources for assessment

Assessment must be conducted in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Stimulation equipment may include:

- extra low voltage (ELV)
 - nasal to leg or rail
 - nasal to rectal
 - rectal
- high voltage (HV).

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of

RANGE STATEMENT	
	practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2014C Remove head

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the head either manually or with the aid of mechanical cutters. This unit may also be used to cover the competencies required to monitor and perform routine maintenance on automated head removing machinery.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a slaughter floor or knackery where heads are removed mechanically or manually.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (when heads are removed manually)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Remove the head</i>	1.1. Head is severed at the base of the jaw (i.e. the atlanto-occipital joint). 1.2. Head is removed in accordance with work instructions. 1.3. Head is removed according to <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Head is forwarded for further processing, or disposed of, according to <i>workplace requirements</i> . 1.5. Machinery for <i>removal of head</i> is prepared, operated and maintained in accordance with work instructions (where this is relevant to a particular work instruction).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • use correct cutting lines for removing head • remove head in accordance with work instructions • use safe and hygienic knife skills to remove head (where manually removed) • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • comply with OH&S requirements related to removing head • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
<p>Required knowledge</p>
<ul style="list-style-type: none"> • basic anatomy of muscles, bones and joints of head for relevant species • cutting lines for removing head • how and when problems with equipment are reported • the work instruction for removing heads • relevant regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- potential contamination and cross-contamination associated with removing head

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment of skills must take place during production time.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Head removal may involve:

- different mechanical and manual methods.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups. •
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2015C Cut hocks

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cut off front legs, back legs or dew claws either manually or with the aid of mechanical cutters.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor or knackery who are required to cut hocks or dew claws.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where hocks are cut manually)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Cut hocks	1.1. Hock is cut according to work instructions. 1.2. Hock is cut according to Quality Assurance (QA) requirements. 1.3. Off-cuts are disposed of in accordance with <i>workplace requirements</i> . 1.4. Hock cutting equipment (where utilised) is operated in accordance with <i>Occupatioanl Health and Safety (OH&S) requirements</i> and work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate safe and hygienic use of hock cutters (where task is done mechanically)
- demonstrate safe and hygienic use of knife (where task is done manually)
- dispose of off-cuts in accordance with work instructions
- recognise and report equipment difficulties
- keep work area neat and tidy
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- potential contamination and cross-contamination
- relevant work instructions
- relevant regulatory requirements
- the basic anatomy of legs from relevant joints

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Assessment must be conducted in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2016C Mark brisket

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to score or mark the brisket prior to the brisket being cut, to allow evisceration of the carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers from a slaughter floor, knackery or game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Mark brisket	1.1. Brisket is marked according to work instructions. 1.2. Sources of contamination and cross-contamination are identified and managed according to <i>workplace requirements</i> . 1.3. <i>Occupational Health and Safety (OH&S) requirements</i> for working in and around the evisceration area are identified and complied with. 1.4. Quality Assurance (QA) requirements for scoring and marking the brisket are understood and complied with.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- mark the brisket in accordance with work instructions
- comply with OH&S requirements for marking the brisket
- work effectively as an individual and as part of a team
- apply relevant workplace and *regulatory requirements*
- apply the OH&S requirements for working in the evisceration area
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the purpose and importance of marking the brisket in accordance with work instructions
- possible sources of contamination and cross-contamination while marking the brisket and how these are avoided
- relevant work instructions
- relevant regulatory and workplace requirements
- OH&S requirements for working in the evisceration area

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2018C Complete changeover operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to re-position carcasses on a processing chain.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs, game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Re-position carcass	1.1. Changeover is completed in accordance with <i>workplace requirements</i> . 1.2. Changeover is completed in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Gambrels, spreaders and slides, when used, are stored or disposed of according to workplace requirements. 1.4. <i>Equipment</i> is checked for defects (when this forms part of work instructions).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- complete changeover in accordance with work instructions
- complete changeover operation to OH&S requirements
- treat iron work such as gambrels, spreaders and rollers in accordance with workplace requirements
- identify relevant defects in iron work (e.g. spreader, rollers), if used
- work effectively as an individual and as part of a team
- use correct manual handling techniques for changeover operation
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- OH&S requirements including manual handling procedures associated with changeover
- the consequences of incorrectly re-positioning the carcass on the chain
- work instructions for the changeover operation
- relevant regulatory requirements
- appropriate reporting procedures for defects

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- different chain arrangements
- different work stations or changeover points
- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Changeover <i>equipment</i> may include:	<ul style="list-style-type: none"> • chains • gambrels • hooks • rollers • slides • spreaders.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2020C Trim pig pre-evisceration

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim pig carcasses prior to evisceration.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs, game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove hair, ears, eyelids and snout	1.1. Carcase is shaved correctly and ears, eyelids and snout are removed according to <i>workplace requirements</i> . 1.2. Work is performed in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Ears, eyelids and snout are removed without contamination or cross-contamination in accordance with <i>hygiene and sanitation requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- shave and remove ears, eyelids, snout and trotters in accordance with workplace and OH&S requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- the purpose of a pre-evisceration trim
- the quality implications of an incorrect trim
- the work instruction for the pre-evisceration trim
- relevant regulatory requirements
- possible sources of contamination and cross-contamination and methods used to avoid these situations

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2021C Number carcase and head

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to number carcases and heads to allow correlation for inspection and Quality Assurance (QA) processes.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Correlate heads and carcases by numbering	1.1. Heads and carcases are correlated by numbering in accordance with <i>workplace</i> and <i>regulatory requirements</i> . 1.2. Heads and carcases are numbered according to <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Potential sources of contamination are identified and managed according to workplace requirements. 1.4. Hides are numbered where part of the task.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- number heads and carcases in accordance with work instructions
- apply *mathematical operations* to a level required for accurate numbering
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene practices for minimising contamination
- the consequences of incorrect correlation of heads and carcases
- the reasons for correlating heads and carcases
- the work instruction for numbering carcasses and heads
- potential sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear <p>requirements set out in standards and codes of practice.</p>
<p><i>Mathematical operations</i> may include:</p>	<ul style="list-style-type: none"> • correlation and numbering of carcasses, heads and hides • different correlation systems for hides, heads, viscera and carcasses • different marking and numbering regimes • use of computer screens and software packages to record information.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2022C Punch pelts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to either manually or mechanically clear the pelt on the flanks prior to pelt pulling.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Free pelt from the flanks of the carcass	<p>1.1. Pelt is punched and opened in accordance with workplace requirements.</p> <p>1.2. <i>Hygiene and sanitation procedures</i> are followed in accordance with <i>workplace requirements</i>.</p> <p>1.3. Pelt is opened according to <i>Occupational Health and Safety (OH&S) requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • free pelt to required extent • punch pelt in accordance with work instructions • work effectively as an individual and as part of a team • follow OH&S, and hygiene and sanitation requirements related to freeing the pelt • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
<p>Knowledge of:</p> <ul style="list-style-type: none"> • hygiene and sanitation requirements related to pelt punching • the purpose of punching • work instruction for punching pelts • relevant regulatory requirements • the consequences of not clearing the pelt to the required extent • work instructions related to operation of pelt punchers (where used)

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hygiene and sanitation procedures may include:

- relevant government regulations
- workplace requirements.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2023C Remove brisket wool

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clear the brisket area either mechanically or manually.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floors and knackereries where brisket wool is removed manually.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where wool is removed manually)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Skin brisket	1.1. Brisket is cleared in accordance with <i>workplace requirements</i> . 1.2. Brisket is cleared in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Brisket is cleared in accordance with <i>hygiene and sanitation requirements</i> . 1.4. Pelt is removed cleanly without damage to the carcass. 1.5. Brisket piece is removed without contamination of carcass. 1.6. Waste pelt is disposed of in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- clean the brisket area in accordance with work instructions, hygiene and sanitation and OH&S requirements
- maintain brisket rollers (where used)
- dispose of waste in accordance with workplace requirements
- keep work area clean and tidy
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the maintenance requirements for brisket rollers, where used
- the OH&S hazards associated with the brisket roller, where used
- the purpose of the brisket roller, where used
- the results of contamination and workplace requirements for reporting

REQUIRED SKILLS AND KNOWLEDGE

contamination

- the workplace requirements associated with clearing the brisket
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2024C Prepare hide or pelt for removal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to complete the opening cuts on the points of a hide or pelt prior to removal. These include such cuts as marking the muzzle, marking the hocks and the fluffy anus cut on sheep.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor or in a knackery or game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Explain opening <i>cuts</i>	<p>1.1. Steps involved in opening hide or pelt are identified in accordance with <i>workplace requirements</i>.</p> <p>1.2. Sources of contamination and cross-contamination are identified and managed according to workplace requirements.</p> <p>1.3. Quality implications of defective opening cuts are identified and explained for product and hide.</p>
2. Perform opening cuts	<p>2.1. Opening cuts releasing the hide or pelt are performed in accordance with workplace requirements.</p> <p>2.2. Opening cuts releasing the hide or pelt are performed in accordance with <i>hygiene and sanitation requirements</i>.</p> <p>2.3. Opening cuts releasing the hide or pelt are performed in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>2.4. Hide or pelt is freed to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate the performance of opening cuts to release the hide or pelt in accordance with work instructions, hygiene and sanitation and OH&S requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the quality implications for product and hide of defective opening cuts
- sources of contamination and cross-contamination
- the steps involved in opening hide or pelt in accordance with work instructions

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• relevant regulatory requirements |
|--|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment of skills needs to be conducted in the workplace.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Different types of *cuts* may:

- be used to free the extremities of the hide or pelt prior to pulling.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2025B Bag tail

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bag the tail to prevent contamination.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (when brushes are removed as part of this task)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Bag tail and secure bag	<p>1.1. Tail is bagged and the bag secured in accordance with <i>workplace requirements</i>.</p> <p>1.2. Stock of bags and ties are monitored and replenished in accordance with workplace requirements.</p> <p>1.3. Brush is removed (where applicable).</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate bagging of tails and removal of brush
- demonstrate the capacity (at production speed) to:
 - maintain stocks of bags and ties, using estimation and calculation
 - monitor stocks of bags and ties, using estimation and calculation
- use a knife safely to remove tail brushes, where applicable
- work effectively as an individual and as part of a team
- follow work instructions for bagging tails
- apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the reason for bagging tails
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted on the slaughter floor.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
- personal protective equipment (PPE):
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2026B Remove and record tag

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove, dispose of and record stock identification tags.
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Application of the Unit

Application of the unit	This unit is applicable to workers processing carcasses.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove tags	<p>1.1. Tags are removed in accordance with <i>workplace</i> and <i>regulatory requirements</i>.</p> <p>1.2. Tags are disposed of in accordance with workplace requirements.</p>
2. <i>Record tags</i>	<p>2.1. Tags are <i>recorded</i> in accordance with workplace and regulatory requirements.</p> <p>2.2. Appropriate action is taken to resolve inconsistencies and problems.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow work instructions for the removal of tags
- record tags accurately
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills* as appropriate to the task

Required knowledge

Knowledge of:

- the function and importance of tags
- the importance of maintaining correlation between carcass and tags
- the need for correct disposal of tags
- the regulations with regard to tags
- the relationship between tags and *residue testing*

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an abattoir.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Recording may be undertaken:

- manually or electronically

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice. • set out in standards, codes of practice etc.
<i>Communication skills</i> may involve:	<ul style="list-style-type: none"> • listening and understanding • reading and recording data • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Residue testing</i> is:	<ul style="list-style-type: none"> • programmed according to workplace requirements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2027B Seal or drain urinary tract

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to seal or drain the urinary tract of a carcass during the dressing procedure on a slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor required to either drain a urinary tract using a probe and vacuum pump or seal a pizzle using clips or a mechanical device. The mechanical device is usually a set of heated tongs or cutters.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Seal or drain urinary tract	1.1. Urinary tract is drained or sealed according to work instruction. 1.2. Urinary tract is drained or sealed according to <i>Occupational Health and Safety (OH&S) requirements.</i> 1.3. Start-up procedures for pumps or mechanical aids are undertaken, if required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • drain or seal urinary tract according to company requirements • drain and/or seal urinary tract according to <i>workplace requirements</i> • maintain a stock of consumables, where relevant, for sealing urinary tracts (pizzles) • maintain equipment used in sealing and/or draining urinary tracts • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • relevant regulatory requirements • hygiene and OH&S issues associated with the task

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2028B Singe carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to singe a carcase as part of the dressing procedures on a slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor required to singe pig skin or goat carcasses either manually or by monitoring an automated process.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Singe carcase	1.1. Start-up procedures for singeing are performed according to <i>workplace requirements</i> . 1.2. Singe operation is performed according to work instructions. 1.3. Effectiveness of singe operation is monitored. 1.4. Problems with singeing are reported to the supervisor in accordance with workplace requirements. 1.5. Singe operation is performed in accordance with company <i>Occupational Health and Safety (OH&S) requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- singe carcase according to the company work instructions and OH&S procedures
- report problems to a supervisor promptly
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- undertake start-up procedures according to work instructions
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- company Quality Assurance (QA) requirements for hair removal
- company singeing work instructions
- relevant regulatory requirements
- OH&S risks and procedures associated with singeing process

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication</i> skills may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2029B Shave carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to shave a carcase that has been scalded.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor shaving scalded carcasses such as pigs and 'skin on' goats.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Shave carcase	1.1. Carcases leaving the de-hairing process are monitored to ensure de-hairing meets <i>workplace requirements</i> and defects reported (where part of work instruction). 1.2. Carcases are shaved according to work instruction. 1.3. Carcases are shaved safely according to workplace <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Own work is monitored to ensure the effective removal of hair.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- monitor de-hairing process
- shave a carcase according to work instructions and OH&S procedures
- report problems with the de-hairing or scalding process
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- monitor own work
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology.
- use *communication* skills relevant to the task

Required knowledge

Knowledge of:

- the company's Quality Assurance (QA) requirements for hair removal
- the work instructions for shaving carcasses
- relevant regulatory requirements
- the OH&S requirements for working around scalding equipment

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Competency must be assessed in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- assignment
- debrief
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2030B Flush carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to flush carcasses on the slaughter floor.
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Application of the Unit

Application of the unit	This is applicable to workers required to flush a carcase circulatory system on the slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Flush carcase	1.1. Start-up procedures are performed according to <i>workplace</i> and manufacturer's requirements. 1.2. Carcase is bled properly. 1.3. Correct vein for flushing is located and opened. 1.4. Carcase is flushed according to work instructions and <i>Occupational Health and Safety (OH&S) requirements</i> . 1.5. Reservoir of solution is monitored to ensure it is at adequate level.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform start-up operations according to workplace and manufacturer's requirements
- locate and open correct vein for flushing
- flush carcase hygienically and safely according to workplace and manufacturer's requirements
- monitor reservoir of flushing solution
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- the purpose of carcase flushing
- indicators of ineffective flushing
- the work instructions for the operation of the pump and flushing process
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Competency must be assessed in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2031C Operate scalding/de-hairing equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate scalding and de-hairing equipment.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs and game processing plants for pigs or goats.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm equipment settings	<p>1.1. Automated equipment safety guards are secured and in place.</p> <p>1.2. Equipment settings are selected and confirmed in accordance with <i>workplace</i> and <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Operate equipment for scalding or de-hairing	<p>2.1. Scalding or <i>de-hairing equipment</i> is powered in accordance with <i>regulatory</i> and workplace requirements.</p> <p>2.2. Scalding or de-hairing equipment is operated in accordance with workplace and manufacturer's specifications.</p> <p>2.3. Scalding or de-hairing equipment is operated in accordance with OH&S requirements.</p> <p>2.4. Equipment is operated within its capacity and the capacity of the operator.</p> <p>2.5. Carcase is scalded and de-haired to workplace requirements.</p>
3. Identify and report defects	<p>3.1. Carcases leaving the process are monitored to ensure de-hairing meets workplace requirements.</p> <p>3.2. Defects are monitored and corrective action is taken in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate and monitor de-hairer according to manufacturer's specifications and work instructions
- monitor defects in processing and take corrective action
- report defects in accordance with workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use *communication* skills relevant to the task

Required knowledge

Knowledge of:

- defects to be identified and reported in accordance with workplace requirements
- OH&S requirements of operating machinery
- potential sources of contamination and ways of preventing it
- work instructions related to operating scalding or de-hairing equipment

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>De-hairing equipment</i> may be:	<ul style="list-style-type: none"> automated or mechanical.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing
<i>Communication</i> may:	<ul style="list-style-type: none"> be spoken, written, non-verbal and include the use of signs and signals be with people from a range of cultural, social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties require the reading and recording of workplace information.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2032C Operate whizzard knife

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and maintain a whizzard knife.
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Application of the Unit

Application of the unit	This unit is applicable to the operation of a whizzard knife.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate whizzard knife	<p>1.1. Knife is used in accordance with <i>workplace requirements</i>.</p> <p>1.2. Knife is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Maintain whizzard knife	2.1. Knife is maintained according to manufacturer's specifications and work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to

- operate a whizzard knife competently and safely in accordance with the work instructions for one work station in a meat processing operation
- identify potential sources of contamination
- perform basic maintenance of the knife
- work effectively as an individual and as part of a team
- follow hygiene and sanitation procedures for the use of the knife at a particular work station
- follow OH&S procedures for the use of the knife at a particular work station
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles
- OH&S requirements related to using the knife
- work instructions for a particular work station
- relevant regulatory requirements
- hygiene and sanitation requirements for a particular work station

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2033C Operate rise and fall platform

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a rise and fall platform.
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Application of the Unit

Application of the unit	Applicable to workers in abattoirs, boning rooms and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate rise and fall platform	1.1. Rise and fall platform is operated in accordance with <i>workplace requirements</i> . 1.2. Rise and fall platform is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Malfunctions are identified and reported and corrective action taken in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate a rise and fall platform in accordance with work instructions and OH&S requirements for a particular task (e.g. trimming)
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- relevant regulatory requirements
- workplace requirements for the operation of a rise and fall platform
- basic operating principles of the rise and fall platform
- OH&S requirements related to the operation of a rise and fall platform

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed while performing a task at a work station that utilises a rise and fall platform.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2034C Operate vacuum blood collection process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a vacuum blood collection system.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate a vacuum blood collection system	1.1. Start-up procedures are identified and followed. 1.2. Vacuum recovery system is operated and blood collected according to work instructions. 1.3. Specific <i>hygiene and sanitation requirements</i> for blood collection are identified and complied with. 1.4. Specific <i>Occupational Health and Safety (OH&S) requirements</i> for blood collection are identified and complied with. 1.5. Sources of contamination are explained, identified and managed according to <i>workplace requirements</i> . 1.6. <i>Regulatory requirements</i> and customer specifications for blood collection are identified and met.
2. Clean, maintain and monitor a vacuum blood collection system	2.1. Routine maintenance, cleaning and monitoring is undertaken according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate blood collection system in accordance with work instructions and company requirements for hygiene and sanitation, OH&S and Quality Assurance (QA)
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- steps in blood collection
- uses and markets for blood collected
- consequences of contamination and resulting damage to blood

REQUIRED SKILLS AND KNOWLEDGE

- requirements related to blood collection:
 - hygiene and sanitation
 - OH&S
 - QA
 - regulatory
 - customer specifications

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2035C Operate nose roller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a nose roller or similar machine to mechanically skin a sheep head.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Skin sheep head	1.1. Sheep head is skinned to <i>workplace requirements</i> . 1.2. Sheep head is skinned to <i>Occupational Health and Safety OH&S</i> , and <i>hygiene and sanitation requirements</i> . 1.3. Pelt is removed cleanly. 1.4. Sheep head is skinned without contamination or cross-contamination. 1.5. Nose roller is used in accordance with work instructions. 1.6. Waste is disposed of in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate the basic start-up operations and routine maintenance as prescribed in the work instructions
- operate the nose roller in accordance with work instructions
- operate the nose roller in accordance with OH&S requirements
- clean and sanitise, and follow basic maintenance program for the nose roller in accordance with workplace requirements
- dispose of waste in accordance with workplace requirements
- keep work area clean and tidy
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- OH&S requirements associated with nose roller
- basic operation of nose roller
- uses of head meat and offal

REQUIRED SKILLS AND KNOWLEDGE

- work instruction for operating a nose roller
- relevant regulatory requirements
- sources of contamination of heads

Evidence Guide

EVIDENCE GUIDE

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Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2036C Operate pneumatic cutter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain and operate a mechanical cutter or scissors.
------------------------	---

Application of the Unit

Application of the unit	This unit is applicable to operations in abattoirs, game processing plants and knackeries.
--------------------------------	--

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform cutting operations	<p>1.1. Cutters are operated in accordance with <i>workplace requirements</i>.</p> <p>1.2. Cutters are operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.3. Potential sources of contamination and cross-contamination are identified.</p>
2. Remove hocks, horns or legs or trim necks	<p>2.1. Off-cuts are removed in accordance with workplace requirements.</p> <p>2.2. Off-cuts are disposed of according to workplace requirements.</p>
3. Clean and maintain pneumatic cutters	<p>3.1. Cutters are cleaned and maintained to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate cutter in accordance with OH&S requirements
- operate pneumatic cutter to workplace requirements for one work station
- demonstrate procedures for disposal of off-cuts
- demonstrate maintenance and sterilisation of cutter
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles of pneumatic cutter
- OH&S issues associated with use of the cutter
- relevant regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• potential sources of contamination and cross-contamination |
|--|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at a work station using a cutter at normal chain speed. The pneumatic cutter must be operated for at least one workstation (e.g. cutting hocks, horns or trimming necks) at the speed of the chain.

Context of, and specific resources for assessment

Assessment must be conducted in the workplace under normal conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Different brands of <i>cutters</i> or scissors may be used.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2037C Operate circular saw

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and maintain a circular saw to perform a task such as cutting horns.
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Application of the Unit

Application of the unit	This is applicable to workers in a registered meat processing plant such as an abattoir, boning room, knackery or game meat plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate circular saw	<p>1.1. Circular saw is operated in accordance with <i>workplace requirements</i>.</p> <p>1.2. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and met.</p> <p>1.3. Operating equipment is sterilised and cleaned in accordance with workplace requirements.</p> <p>1.4. Possible sources of contamination and cross-contamination are identified.</p>
2. Maintain a circular saw	<p>2.1. Circular saw is maintained according to manufacturer's specifications and workplace requirements.</p>
3. Remove horns or other off-cuts	<p>3.1. Horns or off-cuts are removed using appropriate equipment in accordance with workplace requirements.</p> <p>3.2. Off-cuts are disposed of according to workplace requirements.</p> <p>3.3. Work area is kept neat and clear of waste in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate the circular saw to workplace requirements at a work station
- demonstrate safe use of a circular saw in accordance with OH&S requirements
- demonstrate maintenance and sterilisation of circular saw
- demonstrate procedures for disposal of off-cuts
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- operation of a circular saw
- maintenance and sterilisation processes for circular saw
- procedures for disposal of off-cuts
- possible sources of contamination to the product
- maintenance requirements for circular saw
- OH&S issues associated with operating a circular saw
- work instruction for the task to be performed
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be carried out in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice etc.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2038C Prepare carcase and equipment for hide/pelt puller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to secure hides and pelts to the puller, dispose of hides and pelts and store the belts and chains.
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Application of the Unit

Application of the unit	This unit applies to those workers attaching chains or belts prior to mechanical hide and pelt pulling on a slaughter floor, in a knackery or a game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Shackle hide and/or pelt to hide and/or pelt puller	<p>1.1. Hide and/or pelt is shackled to hide and/or pelt puller in accordance with <i>workplace requirements</i>.</p> <p>1.2. Hide and/or pelt pullers, chains or belts are used in accordance with work instructions.</p>
2. Dispose of hide and/or pelt	2.1. Hide and/or pelts are despatched or disposed of, in accordance with workplace requirements (where part of work instructions).
3. Maintain and store belts and chains	3.1. Belts and chains are stored and maintained in accordance with workplace and <i>Occupational Health and Safety (OH&S) requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate the preparation of the carcase and equipment for the operation of removal of the hide and/or pelt
- store and maintain pelts and chains according to work instructions
- work effectively as an individual and as part of a team
- locate emergency switches
- keep work area neat and tidy
- follow work instructions
- perform duties in accordance with OH&S requirements
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- how hide and/or pelt puller works
- emergency switches procedures
- possible sources of contamination to carcase

REQUIRED SKILLS AND KNOWLEDGE

- consequences of incorrect clearance of hide or pelt
- ways of minimising contamination hazard
- relevant regulatory requirements
- disposal arrangements for hides and pelts
- OH&S hazards associated with working with and around the hide and/or pelt puller

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- different chains and belts
- different types of hide and/or pelt pullers
- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2039C Operate tenderiser

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and maintain machinery for tenderising meat cuts.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, wholesalers, food service operations and retail outlets.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate tenderiser	1.1. Tenderiser is operated and maintained according to <i>Occupational Health and Safety (OH&S) requirements</i> and manufacturer's specifications. 1.2. Meat is tenderised to <i>workplace requirements</i> . 1.3. Potential sources of contamination are identified and contamination is managed according to workplace requirements. 1.4. Flow of product is monitored according to workplace and Quality Assurance (QA) requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate tenderiser in accordance with workplace requirements and manufacturer's specifications
- monitor meat input and output in accordance with work instructions
- carry out routine cleaning and maintenance in accordance with work instructions, manufacturer's specifications and hygiene and sanitation requirements
- work effectively as an individual and as part of a team
- apply relevant ***regulatory requirements***
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles of meat tenderisers
- OH&S requirements related to meat tenderising
- work instructions for operating tenderiser
- relevant regulatory requirements
- potential sources of contamination to the product

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over a period of time and at a relevant rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted using meat prepared to a specification.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- personal protective equipment (PPE):
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work instructions.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2040C Operate mincer

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and maintain mincing machinery, select product for mincing and monitor finished product to achieve quality specifications.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, knackeries, pet food stores, food services operations, smallgoods plants, wholesale or retail butcheries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Mince meat	<p>1.1. Mincer is operated in accordance with <i>workplace requirements</i> and manufacturer's specifications.</p> <p>1.2. Mincer is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.3. Input and output are monitored to ensure compliance with Quality Assurance (QA) requirements.</p>
2. Maintain mincer	<p>2.1. Mincer start-up procedures are followed in accordance with work instructions.</p> <p>2.2. Routine maintenance and cleaning is performed in accordance with work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate mincer in accordance with work instructions and manufacturer specifications
- monitor minced product to ensure compliance with customer or workplace specifications
- monitor product to be minced to ensure compliance with QA specifications
- consistently follow hygiene and sanitation procedures associated with the operation of the mincer
- report equipment faults according to workplace requirements
- maintain mincer in accordance with work instructions
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- operation and adjustment of the mincer

REQUIRED SKILLS AND KNOWLEDGE

- work instructions for operating the mincer
- relevant regulatory requirements
- potential OH&S risks
- potential sources of contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidate must be able to operate a mincer to produce minced meat products over a period of time under normal operating conditions of the workplace.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted using a mincer in an actual or simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality Or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working and communication with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2042C Operate new technology or process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a new technology or process in a meat processing operation.
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Application of the Unit

Application of the unit	This unit will be utilised when new technology (not covered by other units) is introduced and structured training is delivered. Any associated training and/or assessment materials will need detailed customisation to address the requirements for each specific piece of technology.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare new equipment	1.1. Equipment is prepared for operation in accordance with work instructions and manufacturer's specifications.
2. Operate equipment	2.1. Equipment is operated or process is undertaken in accordance with work instructions. 2.2. Equipment is operated or process is undertaken in accordance with Occupational Health and Safety (OH&S) requirements . 2.3. Potential sources of contamination and cross-contamination are identified and preventative measures are employed.
3. Clean and maintain equipment and/or work area	3.1. Performance of equipment is monitored and faults are reported either verbally or in writing in accordance with work instructions. 3.2. Equipment and/or work area is cleaned and maintained to workplace requirements .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate equipment or process in accordance with OH&S requirements
- operate equipment or process to workplace requirements
- maintain equipment in accordance with workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles of equipment and/or purpose of the process
- OH&S requirements associated with the process and/or use of equipment
- work instructions for the new equipment or process

REQUIRED SKILLS AND KNOWLEDGE

- relevant *regulatory requirements*
- potential sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in a processing environment and over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment tasks must be comprehensively customised to gather evidence specific to the new technology being implemented in a meat processing or retailing environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> enterprise-specific procedures OH&S requirements Quality Assurance (QA) requirements standard operating procedures (SOPs) the ability to perform the task to production requirements work instructions.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2043C Operate sterivac equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate sterivac equipment.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating steam/vacuuming equipment on a slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate sterivac equipment	1.1. Contamination to be removed is identified. 1.2. Sterivac equipment is operated in accordance with <i>workplace requirements</i> . 1.3. Sterivac equipment is operated to remove contamination in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Potential sources of contamination and cross-contamination are identified.
2. Clean and maintain sterivac equipment	2.1. Performance of sterivac equipment is monitored and faults reported either verbally or in writing in accordance with work instructions. 2.2. Sterivac equipment is cleaned and maintained to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate sterivac equipment in accordance with OH&S requirements
- operate sterivac equipment to remove contamination to workplace requirements
- identify contamination to be removed
- remove contamination in accordance with workplace requirements
- maintain sterivac equipment in accordance with workplace requirements
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- basic operating principles of pneumatic sterivac equipment
- OH&S issues associated with use of sterivac equipment

REQUIRED SKILLS AND KNOWLEDGE

- consequences of not removing contamination to workplace requirements
- work instructions for operating the sterivac equipment
- relevant regulatory requirements
- potential sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be assessed at normal chain speed and over a period of time.

Context of, and specific resources for assessment

Assessment of skills must be conducted in an operating plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2044B De-rind meat cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to de-rind pork meat cuts using a mechanical aid.
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Application of the Unit

Application of the unit	This unit is applicable to workers in pork boning rooms, wholesalers or food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate de-rinder	1.1. Machinery is operated in accordance with <i>workplace requirements</i> and manufacturer's specifications. 1.2. Machinery is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Machinery is maintained in accordance with work instructions. 1.4. Meat cuts are monitored for defects and contamination. 1.5. Output is monitored to ensure compliance with Quality Assurance (QA) requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate the de-rinder to OH&S requirements
- operate the de-rinder to QA requirements
- operate and maintain the de-rinder in accordance with work instructions and manufacturer's specifications
- report equipment faults to supervisor either verbally or in writing in accordance with workplace procedures
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- operation of the de-rinder
- work instructions for operation of the de-rinder
- relevant regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- potential OH&S risks
- potential sources of contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal production speed and over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in the workplace.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- different types of machinery to be operated
- different specifications of finished product
- different types of products to be de-rinded
- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2045B De-nude meat cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove selvage or remove tendons from meat cuts using a mechanical aid.
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Application of the Unit

Application of the unit	This unit is applicable to workers who operate de-nuding machinery.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate de-nuder	<p>1.1. Machinery is operated in accordance with <i>workplace requirements</i> and manufacturer's specifications.</p> <p>1.2. Machinery is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.3. Machinery is maintained in accordance with <i>hygiene and sanitation requirements</i>.</p> <p>1.4. Meat cuts are monitored for defects and contamination.</p> <p>1.5. Output is monitored to ensure compliance with Quality Assurance (QA) requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate the de-nuder to hygiene requirements
- operate de-nuder to QA requirements
- operate and maintain the de-nuder in accordance with work instructions and manufacturer specifications
- report equipment faults to supervisor either verbally or in writing in accordance with workplace procedures
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- operation of the de-nuder
- relevant regulatory requirements
- potential OH&S risks

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• potential sources of contamination |
|--|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal production speed and over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice etc.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2046B Operate rib puller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a rib puller in a boning room.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating a rib puller in boning rooms and food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare rib puller for operation	<p>1.1. Rib puller is cleaned according to <i>workplace requirements</i>, where part of work instructions.</p> <p>1.2. Pre-operational checks are completed according to workplace requirements.</p> <p>1.3. Basic maintenance (e.g. replacement of strings) is undertaken according to workplace requirements.</p>
2. Operate rib puller	<p>2.1. Rib puller is operated according to work instructions.</p> <p>2.2. Rib puller is operated according to workplace <i>Occupational Health and Safety (OH&S) requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- undertake pre-operational checks according to workplace requirements
- operate the rib puller in accordance with workplace OH&S requirements, Standard Operating Procedures (SOPs) and work instructions
- undertake routine maintenance according to workplace requirements
- clean rib puller in accordance with workplace requirements
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology.
- use relevant *communication skills*

Required knowledge

Knowledge of:

- cleaning and maintenance requirements of the rib puller
- work instructions for operating the rib puller

REQUIRED SKILLS AND KNOWLEDGE

- relevant regulatory requirements
- potential sources of contamination and cross-contamination
- ways of minimising contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency has to be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must take place in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2047B Operate frenching machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a frenching machine in a meat processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers required to operate a frenching machine on, for example, racks of lamb.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate frenching machinery	1.1. Perform start- up procedures. 1.2. Select cuts for frenching according to <i>workplace requirements</i> . 1.3. Operate frenching machine according to work instructions. 1.4. Operate frenching machine according to workplace and <i>Occupational Health and Safety (OH&S) requirements</i> . 1.5. Monitor own work to ensure cuts are to workplace specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate a frenching machine according to workplace requirements
- inspect product to ensure it meets specifications
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- relevant meat cut specifications
- relevant OH&S requirements
- relevant work instructions
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed over a period of time.

Context of, and specific resources for assessment

Assessment must be conducted in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2048B Operate cubing machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a meat cubing machine.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating a meat cubing machine in boning rooms and food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Cube meat	1.1. Start-up checks are performed. 1.2. Cubing machine is cleaned and maintained according to <i>workplace requirements</i> . 1.3. Machinery is operated according to work instructions. 1.4. Machinery is operated according to workplace and <i>Occupational Health and Safety (OH&S) requirements</i> . 1.5. Sources of contamination and cross-contamination are identified and reported according to workplace requirements. 1.6. Contamination and cross-contamination is minimised. 1.7. Cubed meat is stored and/or despatched from the work area.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform pre-operational checks, maintenance and cleaning according to workplace requirements
- operate cubing operate cubing equipment according to the workplace requirements, OH&S policies and procedures, Standard Operating Procedures (SOPs) and work instructions
- identify potential sources of contamination and cross-contamination
- identify OH&S hazards when operating the machine
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- pre-operational checks, maintenance and cleaning
- ways of minimising contamination
- operating requirements in the work instructions
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must take place in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2049B Cure and corn product in a meat processing plant

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cure and corn product in a meat processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms who are required to operate corning equipment but who do not take responsibility for the whole process including preparing meat cuts, preparing ingredients and brines as well as the corning process. If the worker is responsible for all these duties then the unit MTMPSR301B Cure and corn product is applicable.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process <i>meat</i>	<p>1.1. Pre-operational checks are performed according to <i>workplace requirements</i>.</p> <p>1.2. Meat is cured or corned according to <i>product specifications</i>, health regulations and workplace requirements at a speed that is the same as production requirements.</p> <p>1.3. Processing is monitored regularly.</p> <p>1.4. Adjustments are made to processing as required to achieve product specifications.</p>
2. Store meat product	<p>2.1. Processed product is stored according to product specifications.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- activate processing equipment to assess its readiness for operational use
- perform running adjustments according to workplace requirements and manufacturer's specifications
- operate adjustment tools and equipment correctly
- **report** any equipment faults and adjustments required either verbally or in writing to supervisor, according to workplace procedures
- work effectively as an individual and as part of a team
- apply relevant **Occupational Health and Safety (OH&S)** and **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use **mathematical applications** relevant to the task
- use relevant **communication skills**

Required knowledge

Knowledge of:

- selection criteria for meat for curing or corning process

REQUIRED SKILLS AND KNOWLEDGE

- the meat curing process
- the term 'osmosis' in relation to the curing process
- effects of curing on shelf life and taste of product
- purpose and effect of brine on meat
- purpose of correct water temperature and correct additive sequence
- purpose and use of processing equipment used in curing and corning products
- reasons for pickling to correct pump percentage and yield requirements
- safe and correct operation of processing equipment
- conditions under which equipment may need adjusting
- relevant OH&S and regulatory requirements
- procedures for cleaning processing equipment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under typical production conditions and at the normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • brining equipment, machinery or production facility • equipment that meets safety requirements • product specifications and ingredients.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Meat</i> may include:	<ul style="list-style-type: none"> • beef • game meat • lamb • mutton • pork • veal • other meat species or products.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Product specifications</i> may vary according to:	<ul style="list-style-type: none"> • customer and workplace requirements.
<i>Reports</i> may:	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular and graphic formats • be presented in writing, in standard formats

RANGE STATEMENT	
	<ul style="list-style-type: none"> • be presented orally • include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory and regulations regarding meat processing.
<i>Mathematical applications</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2050B Operate head splitter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge necessary to split skulls prior to the recovery of brains.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating a mechanical head splitting machine in a meat processing plant. Head splitting is done to facilitate the recovery of brains.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Split heads	1.1. Pre-operational checks are performed according to <i>workplace requirements</i> . 1.2. Head splitter is operated according to work instruction and relevant Standard Operating Procedures (SOPs). 1.3. Head splitter is operated according to <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. head splitting is monitored and problems reported to supervisor. 1.5. Split head is stored according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform pre-operational checks
- operate head splitter hygienically and safely
- identify potential OH&S hazards
- store split heads hygienically according to workplace requirements
- report equipment faults to supervisor either verbally or in writing in accordance with workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

- standard of head splitting required to meet Quality Assurance (QA) requirements
- relevant work instructions and SOPs
- relevant regulatory requirements
- potential sources of contamination and measures to minimise contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2051C Trim neck

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim contamination from the neck of a carcase.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor, knackery, boning room or game processing plant, who are responsible for trimming the neck.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim neck	1.1. Neck is trimmed in accordance with <i>workplace requirements</i> . 1.2. Neck is trimmed in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Types of contamination are identified and reported where appropriate. 1.4. Neck is trimmed to remove blood clots, stains and areas of contamination from the carcass. 1.5. Neck is trimmed effectively with minimal meat removed from the neck. 1.6. Neck is trimmed to meet customer specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate safe and hygienic neck trimming
- trim neck to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- types of contamination to be trimmed
- OH&S, hygiene and sanitation, and customer specifications related to trimming neck
- potential sources of contamination of product and how it is avoided
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated on the slaughter floor or in a boning room at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2052C Trim forequarter to specification

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim the forequarter of the carcass to specification.
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Application of the Unit

Application of the unit	This unit is applicable to trimmers working in abattoirs, boning rooms and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim forequarter of carcase	1.1. Trimming specifications for each lot are identified, where applicable. 1.2. Forequarter is trimmed to specification according to <i>workplace requirements</i> . 1.3. Types and sources of contamination and cross-contamination are reported according to workplace requirements. 1.4. Forequarter is trimmed according to <i>Occupational Health and Safety (OH&S) requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- interpret and apply specifications
- trim forequarter to specification according to work instructions
- fulfil hygiene and sanitation requirements
- apply relevant *regulatory requirements*
- fulfil OH&S requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S requirements for trimming
- steps involved in trimming to specification
- hygiene and sanitation requirements
- relevant regulatory requirements
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly the interpretation spoken or written instructions or diagrams working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2053C Trim hindquarter to specification

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim the hindquarter of the carcass to specification.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed to trim carcasses in abattoirs, boning rooms and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim hindquarter of carcass	1.1. Hindquarter is trimmed to specification according to <i>workplace requirements</i> . 1.2. Hindquarter is trimmed to specification according to <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Types and sources of contamination and cross-contamination are reported according to workplace requirements. 1.4. Trimmings are disposed of according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim hindquarter to hygiene and sanitation requirements
- trim hindquarter to OH&S requirements
- trim hindquarter to specification according to work instructions
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- specifications for trimming hindquarter
- steps in trimming hindquarter to specification
- hygiene and sanitation requirements for trimming hindquarter
- OH&S requirements for trimming hindquarter
- relevant regulatory requirements
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at chain speed over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be carried out in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2054C Inspect hindquarter and remove contamination

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect the hindquarter of the carcass and remove contamination.
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Application of the Unit

Application of the unit	This unit is applicable to workers trimming carcasses to remove contamination on slaughter floors and in boning rooms, chillers and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect the hindquarter of the carcass for contamination	<p>1.1. Types of contamination and their sources are identified.</p> <p>1.2. Carcass is scanned according to <i>workplace requirements</i>.</p>
2. Remove contamination	<p>2.1. Hindquarter is trimmed to remove contamination according to workplace requirements.</p> <p>2.2. Hindquarter is trimmed to remove contamination according to <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>2.3. Ongoing contamination issues are reported according to workplace requirements.</p> <p>2.4. Trimmings are disposed of according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work effectively as an individual and as part of a team
- trim a hindquarter to remove contamination according to work instructions, hygiene and sanitation, and OH&S requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- hygiene and sanitation requirements related to inspecting the hindquarter and removing contamination
- OH&S requirements related to inspecting the hindquarter and removing contamination
- relevant *regulatory requirements*
- sources of contamination and cross-contamination in trimming

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• steps involved in scanning the carcass |
|--|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2002 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2055C Inspect forequarter and remove contamination

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect the forequarter of the carcase and remove contamination.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries, boning rooms, further processing plants and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect the forequarter of the carcass and remove contamination	1.1. Carcass is scanned according to <i>workplace requirements</i> . 1.2. Forequarter is trimmed to remove contamination according to workplace requirements. 1.3. Types and sources of contamination and cross-contamination in the trimmings are identified. 1.4. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and fulfilled. 1.5. Trimmings are disposed of according to workplace requirements. 1.6. Ongoing contamination issues are reported according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim forequarter to remove contamination according to work instructions
- comply with hygiene and sanitation requirements
- work effectively as an individual and as part of a team
- identify and apply relevant *regulatory requirements*
- identify and fulfil OH&S requirements when trimming
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- the steps involved in scanning the carcass
- hygiene and sanitation requirements
- sources of contamination and cross-contamination
- types of contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of and specific resources for assessment

Assessment must be demonstrated in meat processing plants, boning rooms, food services or wholesaling operations.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2057B Remove spinal cord

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the spinal cord from carcasses after splitting.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor responsible for removing spinal cords and dura mater to meet specifications trim.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove spinal cord	1.1. Spinal cord and dura mater is removed from split carcase in accordance with the work instructions. 1.2. Removal is monitored to meet Quality Assurance (QA) specifications. 1.3. Rise and fall platform is operated according to <i>workplace requirements</i> (where part of trimmer's duties).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify spinal cord and dura mater to be removed
- remove spinal cord cleanly and safely according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- QA specifications for spinal cord removal
- reasons for the removal of the spinal cord
- relevant work instructions and *Occupational Health and Safety (OH&S) requirements*
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Assessment has to be demonstrated in a meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2058B Operate jaw breaker

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a mechanical jaw breaker.
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Application of the Unit

Application of the unit	This unit is applicable to workers using a jaw breaker prior to boning a head.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate jaw breaking equipment	<p>1.1. Jaw breaker is operated according to the work instructions.</p> <p>1.2. Jaw breaker is safely operated according to <i>workplace</i> and <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.3. Heads are stored according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • identify potential OH&S hazards • operate the equipment to break jaws according to all workplace requirements • store heads correctly prior to boning • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use <i>communication skills</i> appropriate to the task
Required knowledge
<p>Knowledge of:</p> <ul style="list-style-type: none"> • potential sources of contamination and cross-contamination • methods of minimising contamination and cross-contamination • OH&S requirements for operating the equipment • work instructions for operating a jaw breaker • relevant regulatory requirements • Personal Protective Equipment (PPE) requirements of this job

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speeds.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- PPE which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of

RANGE STATEMENT	
	practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
Communication skills may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2061C Grade carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to grade carcasses according to workplace or other specifications.
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Application of the Unit

Application of the unit	This unit is applicable to those grading carcasses on slaughter floors or in chillers, boning rooms and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Sort and select <i>carcase</i>	<p>1.1. Carcase is sorted by customer specifications and <i>workplace requirements</i>.</p> <p>1.2. Potential sources of contamination and cross-contamination are identified.</p> <p>1.3. Contaminated carcasses are identified and corrective action is taken.</p>
2. <i>Grade</i> carcase	<p>2.1. Elements of carcase <i>specifications</i> are identified and explained.</p> <p>2.2. Carcase specifications are identified and explained.</p> <p>2.3. Carcase is accurately <i>measured</i> for grading according to workplace requirements.</p> <p>2.4. Carcase is graded according to workplace requirements, customer specifications and regulatory requirements.</p> <p>2.5. Carcase is graded accurately using measuring devices and techniques according to workplace requirements.</p> <p>2.6. Carcase is handled according to <i>Occupational Health and Safety (OH&S) requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- grade carcasses in accordance with workplace requirements and customer specifications
- demonstrate accurate recording of carcase grade descriptions
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- ***hygiene and sanitation requirements***
- methods of grading carcase according to specifications
- procedures for interpreting, recording and reporting measurement such as weight and fat depth
- commercial and ***regulatory requirements*** for accurate carcase grading
- workplace and customer specifications
- workplace requirements for grading
- OH&S requirements in relation to grading carcasses

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Carcase may be described and recorded as follows:

- age (dentition)
- breed
- butt shape
- fat
- feeding regimes
- sex
- weight.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Grading may include:

- age of meat
- amount of fat
- colour and texture of fat
- colour of meat
- conformation
- meat cuts
- presence of blemishes
- sex
- texture of meat
- weight.

RANGE STATEMENT	
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • customer requirements • industry standards • workplace procedures.
Carcase may be <i>measured</i> using:	<ul style="list-style-type: none"> • cut measure technique • fat measuring device • mathematical skills • palpation • visual appraisal.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice etc.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	for Human Consumption <ul style="list-style-type: none"> state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2062C Weigh carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to weigh a carcase.
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Application of the Unit

Application of the unit	This unit is applicable to workers weighing carcasses in abattoirs, boning rooms, game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check scales	<p>1.1.Scales are checked regularly according to operational. procedures and state/territory regulations to ensure hot weights are accurate.</p> <p>1.2.Scales are checked to ensure they read zero after taring.</p> <p>1.3.Appropriate personnel are notified in accordance with work instructions if scales are inaccurate.</p>
2. Test weights	<p>2.1.Clean and undamaged mass are combined to determine maximum operational weight for production.</p> <p>2.2.Scale readings are recorded at a minimum of two increments to ensure scales are checked accurately.</p> <p>2.3.Test weights are certified in accordance with state regulations and <i>workplace requirements</i>.</p>
3. Record check measure	<p>3.1.All results of checking measures are accurately recorded according to workplace requirements.</p> <p>3.2.Results are verified according to workplace requirements.</p>
4. Operate carcase scales	<p>4.1.Carcases are weighed according to workplace requirements.</p> <p>4.2.Weights are recorded according to workplace requirements.</p> <p>4.3.Carcases are tagged and labelled according to workplace and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- weigh carcases and accurately complete scales records
- demonstrate the correct scale check procedure
- report equipment faults to supervisor
- record and report recorded weights information

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- concept of tare
- *regulatory requirements* of checking scales and weighing carcasses
- scale problems that can be encountered and the action required to maintain weighing standards
- possible problems for the scales operation and the appropriate corrective action
- weights recording process and where applicable the reporting process on the information gathered
- *Occupational Health and Safety (OH&S) requirements* in relation to weighing process

Evidence Guide

EVIDENCE GUIDE	
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<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal working conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Communication skills may include:

- applying numeracy skills to workplace requirements
- listening and understanding
- reading and interpreting workplace information
- sharing information
- speaking clearly and directly
- working with diverse individuals and groups.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

RANGE STATEMENT	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2063C Operate semi-automatic tagging machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate electronic equipment that generates carcass tags, records carcass grades and generates production reports.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floors or load areas where carcasses are graded, weighed and tagged.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select carcase grade	1.1. Carcase is weighed and <i>labelled</i> according to <i>workplace requirements</i> .
2. Operate tag generating equipment	2.1. Codes for specific carcase category are entered into the system. 2.2. Tags are generated according to workplace requirements. 2.3. Consumables are monitored and replenished as required. 2.4. Equipment is monitored, cleaned and maintained according to workplace requirements and manufacturer's specifications. 2.5. Reports are generated, where part of work instructions.
3. Tag carcase	3.1. Carcase is tagged according to workplace requirements. 3.2. Potential sources of contamination are identified and dealt with according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- generate carcase tags according to workplace requirements
- monitor operation of equipment and stocks of consumables
- recognise, select and record information accurately according to workplace requirements
- where applicable, generate reports of recorded information
- report equipment faults to supervisor
- work effectively as an individual and as part of a team
- apply relevant *Occupational Health and Safety (OH&S) requirements* for tagging carcases
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- *regulatory requirements* for tagging carcasses
- purpose of *tagging information*
- relevant OH&S requirements for tagging carcasses
- types of tags used and information recorded

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Label or tag may include:

- automatic or handwritten ticket
- government stamp (regulation)
- roller brand
- work instructions.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption <p>state and territory regulations regarding meat processing.</p>
<i>Tag information</i> may include:	<ul style="list-style-type: none"> • 'bone in' or 'boneless' statement • category cipher, category in full, cut description in full • country of origin • date of production • generic identification (species) • meat quality statement • number of pieces • temperature requirements for chiller • trade description • type of packaging • weight • workplace in-house bar code.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2064C Measure fat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to measure fat for the purposes of carcass grading.
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Application of the Unit

Application of the unit	This unit is applicable to workers on slaughter floors and in boning rooms.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct pre-operation check	<p>1.1. <i>Fat measuring equipment</i> is checked according to <i>workplace requirements</i> to ensure it is in good working order.</p> <p>1.2. Equipment is calibrated before the start of production, after each break, and whenever a blade is changed to ensure measurements are accurate.</p> <p>1.3. Instruments are checked regularly for wear at the start of each shift.</p>
2. Identify lots requiring fat measurement	<p>2.1. Lots requiring measurement are located according to workplace requirements to determine the value, market destination and yield of meat.</p> <p>2.2. Possible <i>damage</i> to the measurement site is assessed and appropriate action is taken to ensure accuracy of measurement according to workplace requirements.</p>
3. Measure the fat	<p>3.1. Fat measurements are taken according to workplace and species requirements.</p> <p>3.2. Incorrect measurements are cancelled and rectified promptly to prevent the transmission of incorrect measurements to the recording system.</p>
4. Record the fat measurement	<p>4.1. Fat measurement is compared with visual assessment of fat depth.</p> <p>4.2. Fat measurement is recorded according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • measure fat according to workplace requirements • check and maintain equipment in accordance with work instructions • observe relevant <i>Occupational Health and Safety (OH&S) requirements</i> • report equipment faults to supervisor • read, record and report measurement information

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- purpose of fat measurements and *regulatory requirements*
- relevant OH&S requirements
- sites for possible damage including hide stripper, air knife, bruising, excessive trim, wavy finish and soft siding, and appropriate actions to ensure incorrect measurements are not recorded
- *possible causes of error* in measurement such as contact plate not flat, blunt blade, bent blade, wrong site, dirty light diode and incorrect measuring action

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated while complying with a set standard for fat measurement such as AUS-MEAT.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Measuring equipment may include:

- a GR knife for sheep
- an introscope for pigs
- cut-and-measure knife or Hennessy grading probe for cattle.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Types of ***damage*** to the measurement site include:

- air knife damage
- bruising damage
- excessive trimming damage
- hide or pelt stripper damage
- separation from fat.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace • listening and understanding • reading and interpreting workplace-related information • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
Possible <i>causes of error</i> in measuring fat depth include:	<ul style="list-style-type: none"> • blunt blade • dirty light diode • faulty probe • indentation • parallax error • puckering.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2065C Label and stamp carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to label and stamp carcasses in accordance with regulatory and workplace requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Label carcase to specification	1.1. Correct labels are identified. 1.2. Labels are attached to carcase according to <i>workplace</i> and <i>regulatory requirements</i> . 1.3. Stocks of labels are monitored and replenished according to workplace requirements.
2. Stamp or brand carcase to specification	2.1. Carcasses are stamped with appropriate (approved) Australian Quarantine Inspection Service (AQIS) or state meat authority stamps. 2.2. Carcasses are stamped with establishment code or identification stamp. 2.3. Carcasses are branded with workplace and/or AUS-MEAT grade brands in accordance with workplace requirements. 2.4. Stamps and brands are checked for legibility.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- differentiate between the different types of labels
- differentiate between the different types of stamps and brands
- label and stamp carcase to hygiene and sanitation requirements
- label and stamp carcase to workplace and regulatory requirements
- consistently apply brands so they are legible
- observe relevant *Occupational Health and Safety (OH&S) requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*
- comply with *security arrangements* for stamps when not in use

Required knowledge

- security arrangements for stamps when not in use

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- consequences of incorrect labelling, stamping or branding
- correct methods of attaching labels
- correct methods of stamping and branding
- relevant OH&S requirements
- types of labels, stamps and brands, and when they are to be used

Evidence Guide

EVIDENCE GUIDE	
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<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment of skills must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

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Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related information • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Security arrangements</i> for stamps may be specified by:	<ul style="list-style-type: none"> • approved arrangement • company requirements • regulation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2066C Wash carcass

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to decontaminate a carcass by washing, operating and monitoring a wash cabinet or any post trim contamination process.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor and in game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Wash carcase	1.1. Carcase is washed to remove <i>foreign matter</i> and contaminants from product. 1.2. Carcase is washed to <i>workplace requirements</i> . 1.3. Carcase is washed to <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Types and sources of potential contamination and cross-contamination are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- wash carcase to workplace requirements
- wash the carcase without causing contamination to the carcase
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- purpose of washing the carcase
- *regulatory requirements* applicable to washing carcasses
- potential for contaminating the carcase during washing
- workplace requirements for washing the carcase
- why water usage should be kept to a minimum whilst washing the carcase

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production.

Context of, and specific resources for assessment

Assessment must be conducted in a registered meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Foreign matter to be washed off may include:

- bone
- dust
- blood.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2067B Operate a decontamination unit

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a decontamination unit for carcasses coming off the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating or monitoring the operation of a decontamination unit, including hot water or acid wash units.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate or monitor decontamination unit	1.1. Decontamination unit is operated or monitored according to the <i>workplace</i> and/or manufacturer requirements. 1.2. All start-up procedures are undertaken according to workplace and/or manufacturer requirements. 1.3. Decontamination unit is operated or monitored safely according to workplace <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Temperature or solution concentrations are monitored according to workplace and <i>regulatory requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • operate equipment safely • monitor a decontamination unit's operation • report equipment faults to supervisor • work effectively as an individual and as part of a team • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use relevant <i>communication skills</i>
Required knowledge
<ul style="list-style-type: none"> • function of the decontamination unit • requirements for monitoring and what corrective action is to be taken if the unit does not function properly • workplace and/or manufacturer operating requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal plant throughput and over a period of time.

Context of, and specific resources for assessment

Assessment must be completed in a registered processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2068B Remove tenderloin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove tenderloins from small stock.
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Application of the Unit

Application of the unit	This unit is applicable to workers removing fillets from small stock. This is usually done prior to the boning of small stock carcasses.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove tenderloins	1.1. Tenderloins are removed according to the work instructions. 1.2. Tenderloins are removed safely and in accordance with workplace <i>Occupational Health and Safety (OH&S) requirements</i> . 1.3. Tenderloins are inspected for defects and contamination. 1.4. Tenderloins are trimmed or downgraded to 'inedible' where required. 1.5. Tenderloins are stored in tubs correctly, where part of the work instructions. 1.6. Knives are kept sharp.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills* appropriate to the task
- take corrective actions if contamination occurs

Required knowledge

Knowledge of:

- ways to minimise contamination and cross-contamination
- relevant *regulatory requirements*
- relevant work instructions and relevant *workplace requirements*
- potential defects and contamination
- sources of contamination and cross-contamination
- relevant cutting lines

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed over a period of time.

Context of, and specific resources for assessment

Assessment has to be conducted in a registered processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Communication skills may include:

- listening and understanding
- sharing information
- speaking clearly and directly
- working with diverse individuals and groups.

RANGE STATEMENT	
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2071C Inspect meat for defects

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to routinely inspect meat cuts for defects, contamination and out-of-specification product prior to packing or further processing.
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Application of the Unit

Application of the unit	This unit is applicable to workers packing meat and offal in abattoirs, boning rooms, knackereries and game processing plants as well as those unpacking and/or inspecting meat prior to further processing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect meat cuts for defects	<p>1.1. Types of contamination to be detected including bone chips, fibre, grease, excreta, ingesta and bruising are identified.</p> <p>1.2. Meat cuts with contamination defects are consistently detected and returned to the slicer for trimming (or trimmed by packing personnel if part of work instructions).</p> <p>1.3. Consistent contamination problems are reported promptly to the supervisor.</p>
2. Identify meat that is outside specifications	<p>2.1. Meat trimmed out-of-specification is identified and returned to trimmer for re-working (or trimmed by packing personnel if part of work instructions).</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim product free of defects in accordance with **workplace requirements** (where laid down in the employee's work instructions)
- inspect cuts for defects to workplace requirements
- follow the drop meat policy
- identify trim out-of-specification
- detect contamination including ingesta, excreta, rail dust, grease, bruising, bone chips and fibres
- deal with contaminated meat cuts promptly to ensure segregation from meat to be packaged or further processed
- communicate with trimmers and/or supervisors regarding defect problems as needed and accept feedback
- dispose of contaminated trimmings into inedible product tubs
- work effectively as an individual and as part of a team
- apply relevant **regulatory requirements**
- observe relevant **Occupational Health and Safety (OH&S) requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- nature and types of contaminants
- results of allowing contaminated meat to be packaged or further processed
- results of allowing out-of-specification cuts to be packaged or further processed
- workplace requirements for reporting consistent or repeated contamination of cuts or cuts out-of-specification
- relevant regulatory requirements
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered processing plant or establishment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- blood clots
- bone chips
- bruising
- excreta
- grease
- ingesta
- milk
- rail dust fibre
- urine.

Staff inspecting for defects may or may not be required to ***trim*** off defects.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- requirements set out in AS EN 12442.2:2003

RANGE STATEMENT	
	<p>Australian Standard - Animal Tissues and their Derivatives Utilized in the Manufacture of Medical Devices - Controls on Sourcing Collection And Handling</p> <ul style="list-style-type: none"> state and territory regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2072C Assemble and prepare cartons

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare cartons and liners in response to production requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, offal rooms, smallgoods factories, pet food premises, food services operations and wholesale butchery premises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assemble cartons	1.1. Cartons are assembled in accordance with work instructions and production needs. 1.2. Carton liners are inserted according to customer and <i>workplace requirements</i> . 1.3. Cartons are assembled or liners inserted in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Manual handling guidelines are followed.
2. Maintain production flow of cartons	2.1. Stocks of consumables are monitored and maintained according to work instructions. 2.2. Work area is kept clean and free of waste to ensure a hygienic and safe work environment. 2.3. Assembled cartons are forwarded to boning room promptly in line with production requirements. 2.4. Stock of consumables is maintained and when necessary re-ordered in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • assemble cartons and place liners in accordance with work instructions and specifications • maintain the flow of assembled cartons • demonstrate the safe usage of any <i>mechanical aids</i> • follow European Union (EU) procedures where relevant • report any shortages of consumables or get more consumables in accordance with work instructions • perform any routine maintenance or monitoring of machines according to the work instructions • maintain a safe, neat and clean work area • work effectively as an individual and as part of a team

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- work instructions for assembling and preparing cartons
- importance of maintaining the integrity of packaging
- levels of consumables to be maintained
- relevant regulatory requirements
- EU procedures, where relevant
- relevant OH&S requirements for assembling and preparing cartons
- range and uses of packaging
- safe usage of any mechanical aids

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered processing plant or establishment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Mechanical aids</i> may include:	<ul style="list-style-type: none"> aids used for assembling and transporting cartons including pallet jacks, fork lifts, conveyor belts aids used for lifting consumables.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption requirements set out in AS EN 12442.2:2003 Australian Standard - Animal Tissues and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements listening and understanding reading and interpreting workplace information sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2074C Identify cuts and specifications

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to accurately identify and select the meat cuts sliced and packed or retailed at a particular workplace.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services operations, wholesale and retail butchery.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify meat cut <i>specifications</i>	<p>1.1. Elements of meat cut specification are identified and explained.</p> <p>1.2. Products are described to specification according to workplace procedures and customer requirements.</p>
2. Select products	<p>2.1. Products are correctly <i>sorted</i> and selected by specification according to <i>workplace requirements</i>.</p> <p>2.2. Products are accurately measured to specification according to workplace procedures.</p> <p>2.3. Out-of-specification product is identified and corrective action is taken according to work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- sort products by specification
- demonstrate methods of accurately classifying product by measurement and describing products to specification
- identify out-of-specification meat cuts and take corrective action according to workplace requirements
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- methods of accurately classifying product by measurement and describing products to specification
- hygiene and sanitation requirements
- consequences of out-of-specification meat cuts being packed and despatched or

REQUIRED SKILLS AND KNOWLEDGE

- sold to a customer
- relevant OH&S requirements
- relevant regulatory requirements
- cut and trim specifications employed in the workplace

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated for the full range of meat cuts at a premises.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment documentation must be endorsed for species and cuts.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may be defined by:

- customer specifications
- industry standards such as AUS-MEAT
- workplace procedures.

Product may be ***sorted*** according to:

- age of meat
- amount of fat
- any blemishes
- colour and texture of fat
- colour of meat
- confirmation
- meat cuts
- sex
- texture of meat
- weight.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in AS EN 12442.2:2003 Australian Standard - Animal Tissues and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP2075C Pack meat products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack meat products in accordance with regulatory, workplace and customer requirements.
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Application of the Unit

Application of the unit	This unit is applicable for workers on slaughter floors (where meat is packed), boning rooms, offal rooms, tripe rooms, pet food premises and food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check packing area	1.1. Packing area is checked for hygiene and operational requirements prior to commencing work, in accordance with work instructions.
2. Pack <i>meat product</i>	2.1. Product to be packed is selected and checked for defects according to customer and <i>workplace requirements</i> . 2.2. Corrective action is taken according to workplace requirements if product is out-of- <i>specification</i> . 2.3. Product out-of-specification is handled according to workplace requirements. 2.4. Correct packaging materials are selected according to workplace and customer requirements. 2.5. <i>Packaging</i> is checked for defects in accordance with work instructions. 2.6. Product is packed and arranged according to workplace and customer requirements. 2.7. Product is weighed according to workplace and <i>regulatory requirements</i> , if this forms part of work instructions. 2.8. Food safety hazards associated with packing are identified and minimised by preventative measures. 2.9. <i>Occupational Health and Safety (OH&S) requirements</i> for packing are identified and complied with, including safe manual handling. 2.10. Packed product is labelled according to workplace requirements (if this forms part of work instructions).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate the inspection and selection of meat products prior to packaging
- select and blend meat cuts and trimmings to meet customer specifications (where

REQUIRED SKILLS AND KNOWLEDGE

appropriate)

- pack and arrange product to workplace, customer and regulatory requirements
- accurately weigh a variety of products (where appropriate)
- inspect packaging for defects and take appropriate action
- work effectively as an individual and as part of a team
- comply with OH&S requirements for packing including safe handling
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- how a variety of products may need to be arranged for packing
- labelling requirements where relevant
- requirements for inspection and grading of meat prior to packaging and the action to be taken if meat is outside specifications
- packaging requirements for the range of meat products to be packaged
- workplace, customer and regulatory requirements related to packing products

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency has to be demonstrated at a rate of packing that meets workplace requirements over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment has to be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Meat products</i> may include:	<ul style="list-style-type: none"> processed and unprocessed meat
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> enterprise-specific procedures OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption requirements set out in AS EN 1244.2:2003 Animal Tissue and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling federal, state and territory regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2081C Operate carton sealing machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate carton sealing machines such as carton gluing machines and heat shrink wrap machines.
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Application of the Unit

Application of the unit	This unit is applicable to workers sealing cartons in boning rooms, offal rooms, smallgoods plants, pet food plants, wholesalers, food services operations and game meat processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate sealing machine	<p>1.1. Sealing machine is operated in accordance with <i>workplace requirements</i> and manufacturer's specifications.</p> <p>1.2. Defects are reported promptly in accordance with workplace requirements.</p>
2. Maintain sealing machine	<p>2.1. Sealing machine is maintained in accordance with manufacturer's specifications and workplace requirements.</p> <p>2.2. Consumables such as glue levels are monitored at designated intervals in accordance with workplace requirements.</p> <p>2.3. Consumables such as glue are refilled in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate the carton sealing machine in accordance with manufacturer's specifications and workplace requirements
- to operate the carton sealing machine in accordance with *Occupational Health and Safety (OH&S) requirements*
- re-load the carton sealing machine with consumables
- report equipment faults to supervisor
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S requirements related to sealing cartons

REQUIRED SKILLS AND KNOWLEDGE

- operation of the carton sealing machine
- work instructions related to sealing cartons
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal production speed.

Context of, and specific resources for assessment

Assessment must occur in a meat processing or wholesaling operation.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2082C Operate carton scales

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to weigh carton meat, record carton details and check the meat cuts against the product description on the carton in accordance with workplace requirements.
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Application of the Unit

Application of the unit	This unit is applicable to boning room, food services and wholesale butchery operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Check scales	<p>1.1. All scales are checked regularly according to operational procedures and <i>regulatory requirements</i> to ensure hot weights are accurate.</p> <p>1.2. Scales are checked to ensure they read zero after taring.</p> <p>1.3. Appropriate personnel are notified if scales are not accurate.</p>
2. Test weights	<p>2.1. Clean and undamaged mass is combined to determine maximum operational weight for production.</p> <p>2.2. Scale readings are recorded at a minimum of two increments to ensure scales are checked accurately.</p> <p>2.3. Test weights are certified in accordance with regulatory and <i>workplace requirements</i>.</p>
3. Record check measure	<p>3.1. All results of check measures are accurately recorded according to workplace requirements.</p> <p>3.2. Results are verified according to workplace requirements.</p>
4. Weigh carton	<p>4.1. Carton is weighed and weight read.</p> <p>4.2. Net weight of carton is checked to ensure compliance with workplace requirements and customer specifications.</p> <p>4.3. Weight of carton is recorded (where this forms part of work instruction).</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • weigh cartons accurately • check carton contents against product description • accurately complete scales records • use correct scale check procedure

REQUIRED SKILLS AND KNOWLEDGE

- identify specific scales problems and specify the action required to maintain weighing standards
- report equipment faults to supervisor
- work effectively as an individual and as part of a team
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication* skills appropriate to the task

Required knowledge

- consequences of incorrect operation of scales
- enterprise and regulatory requirements for operating and testing scales
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Regulatory requirements may include:

- Export Control Act
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- apply numeracy skills
- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear <p>requirements set out in standards and codes of practice.</p>
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • listening and understanding • reading and recording workplace data • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2083C Operate strapping machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a carton strapping machine.
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Application of the Unit

Application of the unit	This unit is applicable to any workplace where meat products are packed in cartons and the cartons are strapped either manually or automatically.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Strap carton	<p>1.1. Carton is moved to strapper and strapped securely.</p> <p>1.2. Cartons are strapped to workplace standards.</p> <p>1.3. Carton strapping machine is operated in accordance with <i>workplace requirements</i>.</p> <p>1.4. Carton strapping machine is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Maintain strapping machine	<p>2.1. Start-up checks and procedures are performed in accordance with workplace requirements (where relevant).</p> <p>2.2. Strapping machine is <i>re-loaded</i> in accordance with manufacturer and workplace requirements, where required.</p> <p>2.3. Defective machine operation is reported promptly in accordance with workplace requirements.</p> <p>2.4. Strapping machine is maintained in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate the strapping machine according to manufacturer *specifications* and work instructions
- use correct procedure for applying carton seals
- monitor the strapping machine and strapping progress
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills*

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- OH&S hazards and requirements associated with the operation of strapping machines
- the need to maintain intact and undamaged cartons by strapping
- purpose of strapping cartons
- work instructions for operating a carton strapping machine
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2084C Operate carton forming machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a carton forming machine.
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Application of the Unit

Application of the unit	This unit is applicable to workers forming cartons in meat processing, smallgoods, pet food and wholesale operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Start-up and maintain carton forming machine	<p>1.1. Start-up procedures are identified and completed according to work instructions and manufacturer's specifications.</p> <p>1.2. Daily maintenance routines are completed as specified in work instructions and manufacturer's specifications.</p>
2. Operate carton forming machine	<p>2.1. Carton forming machine is operated in accordance with <i>workplace requirements</i>.</p> <p>2.2. Cartons are formed to workplace standards.</p> <p>2.3. Carton blanks are monitored to ensure compliance with Quality Assurance (QA) requirements.</p> <p>2.4. Carton forming machine is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>2.5. Cartons are monitored to ensure compliance with specifications.</p> <p>2.6. Flow of assembled cartons is maintained to meet daily production requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- start-up and maintain carton forming equipment according to work instructions and manufacturer specifications
- operate carton forming machine in accordance with work instructions
- identify and comply with OH&S requirements related to operating carton forming equipment
- maintain the flow of cartons to the boning room
- monitor the inflow of carton blanks to ensure compliance with QA requirements
- monitor outflow of formed cartons to ensure compliance with QA requirements
- follow reporting procedures for defects in carton formation
- report equipment faults according to workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- QA requirements for operating a carton forming machine
- the importance of maintaining flow of cartons to boning room
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Carton forming machinery has to be operated to meet normal production requirements.

Context of, and specific resources for assessment

Assessment must be conducted in a processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2085C Operate automatic CL determination machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to set up and monitor the operation of an automatic chemical lean (CL) percentage determination machine for carton meat.
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Application of the Unit

Application of the unit	This unit is applicable to boning room operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate and monitor CL determination machine	<p>1.1. CL determination machine is operated and monitored in accordance with <i>workplace requirements</i>.</p> <p>1.2. Out-of-specification performance of machine is monitored and reported in accordance with workplace requirements.</p>
2. Maintain CL determination machine	<p>2.1. Routine maintenance of CL determination machine is performed in accordance with manufacturer specifications and workplace requirements.</p> <p>2.2. Major maintenance problems are reported promptly in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow start-up and shut-down procedures as specified in manufacturer specifications and workplace requirements
- isolate out-of-specification cartons in accordance with work instructions
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- start-up and monitoring procedures for CL determination machines
- general principles of CL determination
- action required if out-of-specification cartons are detected
- relevant OH&S requirements
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice etc.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace information • sharing information • speaking clearly and directly

RANGE STATEMENT	
	<ul style="list-style-type: none"> working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2086B Operate bag forming equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the knowledge and skills required to form bags as part of a vacuum packaging process.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a boning room required to form bags of different sizes. These bags are then used in vacuum packaging lines.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Form bags	1.1. Start-up procedures are undertaken according to <i>workplace requirements</i> . 1.2. Consumables are checked to ensure minimum requirements for production are available. 1.3. Packaging specifications for the run are identified. 1.4. Bags are formed according to work instructions. 1.5. Bags are formed safely in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- conduct start-up procedures to workplace requirements
- form bags according to workplace requirements
- operate machinery safely to OH&S requirements
- maintain supply of consumables
- report equipment faults according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- start-up and operating procedures for bag forming machinery
- relevant regulatory requirements
- hygiene requirements for forming bags
- OH&S hazards associated with machinery operation
- different packaging specifications

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Bag forming machinery must be operated to meet normal production requirements.

Context of, and specific resources for assessment

Assessment must be conducted in a processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of

RANGE STATEMENT	
	practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2091C Assess dentition

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assess dentition and record the results.
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Application of the Unit

Application of the unit	This unit is applicable to meat workers on a slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Expose all incisor teeth	1.1. Incisor teeth are exposed. 1.2. Permanent incisors are differentiated from milk teeth. 1.3. The number of permanent incisors is counted correctly. 1.4. Dentition is assessed to <i>workplace, regulatory and Occupational Health and Safety (OH&S) requirements</i> . 1.5. Sterilisation techniques are followed prior to, and during, the assessment of dentition.
2. Record the dentition	2.1. The number of permanent incisor teeth is identified and accurately recorded in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work cleanly to assess dentition and to avoid the risks of contamination of the carcase
- identify and record the number of permanent incisor teeth according to work instructions
- apply numeracy skills relevant to workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- dentition as a measure of animal age
- anatomical aspects of dentition
- importance and value of accurate dentition assessment
- workplace requirements for recording dentition

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Dentition assessment must be performed at a pace that is the same as the pace of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in an operating abattoir under normal processing conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- federal, state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2092C Drop tongue

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the tongue from the head of an animal in accordance with specifications.
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Application of the Unit

Application of the unit	This unit is applicable to workers in an abattoir, knackery or game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove tongue	1.1. Tongue is released from the jawbone. 1.2. Tongue is removed in accordance with <i>workplace requirements</i> and customer <i>specifications</i> . 1.3. Tongue is inspected for defects and appropriate action taken. 1.4. Tongue is placed in chute or stored for further processing.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use appropriate knife skills to remove tongue
- work cleanly to avoid the risks of contamination of the head meat
- use appropriate sterilisation techniques prior to, and during, the removal of tongue
- follow Occupational Health and Safety (*OH&S requirements*) to remove tongue
- work effectively as an individual and as part of a team
- apply relevant OH&S and *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- relevant anatomy of tongue
- work instructions for dropping tongue
- customer specifications and workplace requirements for tongue
- relevant OH&S and regulatory requirements
- possible sources of contamination and measures used to avoid it

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted on a slaughter floor.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

Different ***specifications*** may apply.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and federal regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2093C Wash head

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to wash a head by flushing and hosing after removal from the carcase.
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Application of the Unit

Application of the unit	This unit is applicable to workers on slaughter floors and in game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify contamination	<p>1.1. Sources and causes of head meat <i>contamination</i> are identified.</p> <p>1.2. Contamination is removed and/or reported to <i>workplace requirements</i>.</p>
2. Wash head	<p>2.1. Head and all head cavities are flushed to workplace and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>2.2. Equipment is sterilised to workplace requirements.</p> <p>2.3. Head is placed on the rail or hook in the same sequence as the carcass on the chain, ensuring that heads do not touch.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work cleanly to avoid the risks of contamination of head meat
- identify types of visible contamination on heads
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene and sanitation requirements related to washing head
- OH&S requirements related to washing head
- purpose of washing head
- workplace requirements related to head washing
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- dirt
- dust
- grease
- hair contamination
- ingesta spillage.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2094C Bone head

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove recoverable meat from a head (including but not limited to cheek meat).
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Application of the Unit

Application of the unit	This unit is applicable to workers recovering head meat in excess of exterior cheek meat. This work usually (but not always) involves removing meat from the outside of the upper and lower jaws and inside the lower jaw, jaw sockets and atlanta bone area.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify steps in head dressing	1.1.Steps in head dressing are identified and explained to workplace requirements and customer specifications. 1.2.Sources of potential contamination are identified. 1.3.Types of head meat for recovery are identified according to workplace requirements. 1.4.Specific hygiene and sanitation requirements for work instructions are identified and explained.
2. Bone head	2.1.Equipment is cleaned and sterilised to workplace requirements. 2.2.Occupational Health and Safety (OH&S requirements) are identified and followed. 2.3.Head is boned according to workplace requirements. 2.4.Head is boned to maximise yield.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work cleanly to avoid the risks of contamination of the head meat
- work effectively as an individual and as part of a team
- apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- importance of maximising yield
- relevant regulatory requirements
- relevant anatomy of head
- sources of potential contamination and cross-contamination
- head meat to be boned

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency in this unit must be demonstrated under normal production conditions and at normal speed of production over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment of skills must occur in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2095C Remove cheek meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the cheek meat from a head cleanly and safely.
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Application of the Unit

Application of the unit	This unit is applicable to workers removing cheek meat either on a slaughter floor or in a head room.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove cheek meat	1.1. Cheek meat is removed in accordance with <i>workplace requirements</i> . 1.2. <i>OH&S requirements</i> are identified and met. 1.3. Edible cheek meat is forwarded for further processing in accordance with workplace requirements. 1.4. Trimmings or <i>defects</i> are placed in inedible bins or chutes in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *regulatory requirements*
- identify defects and contamination
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- potential sources of contamination of cheek meat
- workplace, OH&S and, hygiene and sanitation requirements related to removal of cheek meat
- recoverable meat from head
- relevant regulatory requirements
- defects and contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal speed of the chain.

Context of, and specific resources for assessment

Assessment must be conducted in an operational slaughtering establishment.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- workplace demonstration of competency for the assessor
- workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the

EVIDENCE GUIDE	
	work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance Requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
<i>Defects</i> may include:	<ul style="list-style-type: none"> • dirt, dust, grass seed • ingesta • pathology.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2096C Bar head and remove cheek meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bar heads and remove cheek meat.
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Application of the Unit

Application of the unit	This unit is applicable to workers recovering cheek meat on slaughter floors or in a head room.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Bar heads	<p>1.1. Steps involved in barring heads and removing cheek meat are identified.</p> <p>1.2. Head is barred according to <i>workplace requirements</i>.</p> <p>1.3. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and met.</p> <p>1.4. Sources of contamination and cross-contamination are identified.</p>
2. Remove cheek meat	<p>2.1. Cheek meat is removed according to workplace requirements.</p> <p>2.2. Cheek meat is removed in accordance with OH&S requirements.</p> <p>2.3. Types and sources of contamination and cross-contamination are identified.</p> <p>2.4. Edible cheek meat is forwarded for further processing in accordance with workplace requirements.</p> <p>2.5. Trimmings or <i>defects</i> are placed in inedible bins or chutes in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- bar head according to workplace, OH&S and hygiene and sanitation requirements
- remove cheek meat according to workplace, OH&S and hygiene and sanitation requirements
- work cleanly to avoid the risks of contamination of the carcass
- correctly place edible and inedible cheek meat according to workplace and *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use communication skills appropriate to the task

Required knowledge

Knowledge of:

- hygiene and OH&S requirements
- sources of contamination and cross-contamination
- steps involved in barring heads and removing cheek meat
- uses of cheek meats

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at a rate that is the same as the speed of production.

Context of, and specific resources for assessment

Assessment must be conducted in an operating slaughtering establishment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Defects</i> may include:	<ul style="list-style-type: none"> dust, dirt, grass seed ingesta pathology.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2102C Process thick skirts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process thick skirts.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor or in an offal room processing thick skirts.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process thick skirts	1.1. Steps involved in processing thick skirts are identified. 1.2. Defects in thick skirts are identified including disease and incorrect cutting lines. 1.3. Thick skirts are processed to workplace, OH&S , hygiene and sanitation requirements. 1.4. Thick skirts are trimmed according to workplace requirements . 1.5. Trim is placed in appropriate bin or chute. 1.6. Sources of contamination and cross-contamination are identified and reported or rectified according to workplace documents.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- place trim in appropriate bin or chute in accordance with workplace requirements
- identify and report defects in cutting lines in accordance with workplace requirements
- work efficiently in teams and individually
- apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant **communication skills**

Required knowledge

Knowledge of:

- steps involved in processing thick skirts
- possible defects in thick skirts
- hygiene and sanitation requirements for processing thick skirts
- OH&S requirements for processing thick skirts
- relevant regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• sources of contamination and cross-contamination |
|--|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal pace of processing over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>Trim</i> may:	<ul style="list-style-type: none"> • have different specifications
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • abscess • bile • excreta • ingesta.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2115C Process thin skirts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to recover thin skirts as part of an offal room operation.
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Application of the Unit

Application of the unit	This unit is applicable to workers processing thin skirts in an abattoir.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process thin skirts	1.1. Steps involved in processing thin skirts are identified. 1.2. Defects in thin skirts including disease and incorrect cutting lines are identified. 1.3. Thin skirts are skinned and trimmed according to <i>workplace requirements</i> . 1.4. Thin skirts are skinned and trimmed according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.5. <i>Trim</i> is placed in appropriate bin or chute. 1.6. Sources of <i>contamination</i> and cross-contamination are identified and reported or rectified according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • place trim in appropriate bin or chute according to workplace requirements • apply relevant <i>regulatory requirements</i> • identify and report defects in cutting lines according to workplace requirements • work efficiently in teams and individually • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use relevant <i>communication skills</i>
<p>Required knowledge</p>
<p>Knowledge of:</p> <ul style="list-style-type: none"> • hygiene and sanitation requirements • OH&S requirements • relevant regulatory requirements • steps involved in processing thin skirts

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Trim</i> may:	<ul style="list-style-type: none"> • have different specifications
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • abscess • bile • excreta • ingesta.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2116B Process offal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process offal in an abattoir situation.
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Application of the Unit

Application of the unit	This unit is applicable to workers processing offal in an abattoir.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process <i>offal</i>	1.1. Steps involved in processing four types of offal are identified and described. 1.2. Offal is inspected and defects are identified including disease and <i>contamination</i> . 1.3. Offal is trimmed of connective tissue and other material according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.4. Trim is placed in the appropriate bin or chute according to workplace requirements. 1.5. Types and sources of contamination are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify contamination and defects and take corrective action
- identify defects in offal including disease (including Ovine Johne's Disease (OJD)), parasite damage and contamination
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- wash offal (where required) according to workplace requirements

Required knowledge

Knowledge of:

- hygiene and sanitation requirements related to processing offal
- OH&S requirements related to processing offal
- relevant regulatory requirements
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Competency must be demonstrated in processing a minimum of four (4) types of offal.

Context of, and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Offal</i> may include:	<ul style="list-style-type: none"> • brains • head meat • kidney • lips • liver • oesophagus • pancreas • pituitary glands • pizzles • rectum • runners • sweet runners • tail • tendons • testicles • tongue root and tongue • trachea • uterus • weasand.
<i>Contaminants</i> may include:	<ul style="list-style-type: none"> • abscess • blood disease (such as OJD, Bovine Johne's Disease (BJD), etc)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ingesta • tumour.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice etc.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in ASEN 1244:2003 Australian Standard for Animal Tissues and

RANGE STATEMENT	
	their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2117B Process runners

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process runners as part of a runner room operation.
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Application of the Unit

Application of the unit	This unit is applicable to workers processing runners in an abattoir.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Overview runner processing	1.1. Steps in processing the runners are identified. 1.2. Uses of runners are identified. 1.3. Runner specifications, defects and grading are identified and explained. 1.4. Hygiene and sanitation requirements for the runner room are identified and complied with. 1.5. <i>OH&S requirements</i> for the runner room are identified and complied with.
2. Hang digestive tract on carousel	2.1. Digestive tract is taken from holding bins and hung on carousel, where part of work instructions.
3. Strip runners from digestive tract	3.1. Runners are stripped and placed in ringers according to <i>workplace requirements</i> . 3.2. Waste material on carousel is removed and placed in inedible bin or chute.
4. Wash, grade and pack runners	4.1. Runners are washed and excess water is stripped. 4.2. Runners are counted into bins. 4.3. Runners are inspected for defects and graded. 4.4. Brine mix or salt is added to bins and bins are sealed in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- comply with hygiene and sanitation requirements
- demonstrate measures to minimise *contamination*
- identify defects in runners including disease, damage and contamination
- store runners according to workplace procedures and specifications
- dispose of runners not fit for consumption in the appropriate chute or bin
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation,

REQUIRED SKILLS AND KNOWLEDGE

feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene and sanitation requirements
- runner specifications and grading
- sources of contamination and cross-contamination
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
- personal protective equipment (PPE):
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice etc.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Contaminants</i> may include:	<ul style="list-style-type: none"> abscess disease damage.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2118B Overview offal processing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop an understanding of the processing of offal in abattoirs, the uses of offal and the hygiene, Quality Assurance (QA) and Occupational Health and Safety (OH&S) requirements for offal processing areas.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in meat processing plants where offal is recovered, washed, trimmed and packed.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the steps in offal processing in the plant	1.1. Types of <i>offal</i> processed, their uses and markets are identified. 1.2. Steps in processing, packing and storage of offal are identified. 1.3. Types of packaging are identified. 1.4. Chutes and bins used in the offal room are identified. 1.5. Storage locations and requirements are identified.
2. Identify production requirements	2.1. <i>Production requirements</i> for offal are identified and explained. 2.2. <i>Regulatory requirements</i> and customer specifications for offal are identified. 2.3. Specific hygiene and sanitation requirements for offal processing areas are identified and explained. 2.4. Specific <i>OH&S requirements</i> for offal processing areas are identified and explained. 2.5. Types and sources of offal <i>contamination</i> are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- defects in offal and procedures for reporting defects
- importance of the storage procedures for offal
- nature and importance of customer trim specifications and grades
- uses of edible offal including for pharmaceuticals and human consumption

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed over a period of time.

Context of, and specific resources for assessment

Assessment must be conducted in an abattoir.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Offal may include:

- brain
- cheeks
- diaphragm, skirts and flares
- glands
- head meat
- heart
- kidneys
- lips
- liver
- lungs
- pancreas
- penis
- rectum
- small intestines
- spleen
- stomach(s)
- sweet runners
- tail
- tendons
- testicles
- tongue and tongue meat
- tripe
- uterus
- weasand

RANGE STATEMENT	
	<ul style="list-style-type: none"> • or any other tissue recovered for human consumption or medical uses.
<i>Production requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • bile • excreta

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ingesta • pathology.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2121C Prepare and trim honeycomb

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim honeycomb and prepare it for further processing.
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Application of the Unit

Application of the unit	This unit is applicable to tripe room operations where honeycomb is recovered.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Trim</i> honeycomb	1.1. Defects in honeycomb are identified and trimmed. 1.2. Honeycomb is trimmed according to <i>workplace requirements</i> . 1.3. Honeycomb is trimmed according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.4. Trim is put in appropriate bin or chute according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim honeycomb and remove defects to specifications, workplace, OH&S and hygiene and sanitation requirements
- apply relevant *regulatory requirements*
- identify sources of *contamination*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- steps in tripe processing
- impact of inadequately trimmed product being packed
- relevant regulatory requirements
- sources of contamination
- honeycomb and trim specifications

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Trim may:

- have different specifications

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in the AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • abscess • tumour • other pathology.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2123C Further process tripe

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the further processing of tripe, including scalding and bleaching.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in scalding tripe.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate tripe processing equipment	1.1. Routine start-up procedures are followed according to <i>workplace requirements</i> . 1.2. Routine maintenance and cleaning is completed according to work instructions. 1.3. Processing equipment is operated according to workplace requirements. 1.4. Defects in equipment operation are reported according to workplace requirements. 1.5. Housekeeping procedures are followed.
2. Further process tripe	2.1. Tripe is selected, inspected and placed in equipment according to work instructions. 2.2. Tripe is processed to workplace and occupational Health and Safety (<i>OH&S requirements</i>). 2.3. <i>Further processed</i> tripe is inspected to ensure it meets customer specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- further process tripe to workplace, OH&S, hygiene and sanitation, and Quality Assurance (QA) requirements
- identify defects in tripe
- operate the equipment to workplace, OH&S, hygiene and sanitation, and QA requirements
- communicate and cooperate with team members to maintain the flow of tripe through the processing area
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- steps in the processing of tripe
- tripe trim specifications
- customer specifications for processed tripe
- hygiene and sanitation requirements for the further processing of tripe
- impact of inadequately processed product being packed
- operation of the equipment for the further processing of tripe
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
Further processing equipment may include:	<ul style="list-style-type: none"> cookers washers
Regulatory requirements may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2122C Recover mountain chain

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim the rumen to recover the mountain chain for further processing.
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Application of the Unit

Application of the unit	This unit is applicable to workers in the tripe or paunch room of an abattoir.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Recover mountain chain	1.1. Rumen is trimmed to recover the mountain chain according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> .
2. Trim mountain chain	2.1. Defects in mountain chain are identified and trimmed to workplace requirements. 2.2. Mountain chain is trimmed according to workplace requirements and customer specifications. 2.3. Trim is placed in appropriate bin or chute according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim mountain chain in accordance with specifications, workplace, OH&S, Quality Assurance (QA), and hygiene and sanitation requirements
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- specifications for mountain chain
- impact of inadequately trimmed product being packed or processed
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency has to be demonstrated at normal chain speed and an acceptable rate of recovery must be achieved.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2124C Trim processed tripe

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect and trim processed tripe to customer specifications and workplace requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in tripe room operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect tripe	1.1. Tripe is inspected to ensure it complies with customer specifications. 1.2. Defects are identified and managed according to <i>workplace requirements</i> .
2. Trim processed tripe	2.1. Tripe is trimmed to workplace and Occupational Health and Safety (<i>OH&S requirements</i>). 2.2. Tripe is trimmed to customer specifications. 2.3. Trimmed waste is placed in inedible bin or chute according to workplace requirements.
3. Store tripe	3.1. Processed and trimmed tripe is stored according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- inspect tripe and trim defects according to workplace, OH&S, hygiene and sanitation requirements
- identify defects in tripe
- dispose of waste into correct bins according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- impact of inadequately trimmed product being packed
- steps in tripe processing
- work instructions for inspecting and trimming processed tripe
- tripe trim specifications

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• relevant regulatory requirements |
|--|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2125C Process small stock tripe

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process small stock tripe or paunch.
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Application of the Unit

Application of the unit	This unit is applicable to workers in mutton, lamb or goat processing plants where paunches are recovered and processed.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Hang tripe	1.1. Tripe is hung according to <i>workplace requirements</i> .
2. Cut and empty paunch	2.1. Paunch is cut and contents are emptied in accordance with workplace requirements to prevent cross-contamination. 2.2. Paunch is processed in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> .
3. <i>Trim</i> tripe to specifications	3.1. Defects are identified and trimmed in accordance with workplace requirements. 3.2. Tripe is trimmed into edible and inedible components in accordance with workplace requirements and customer specifications. 3.3. Tripe is trimmed in accordance with OH&S requirements. 3.4. Trimmed waste is placed into inedible bin or chute in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- empty and clean paunch in accordance with workplace, OH&S, hygiene and sanitation and Quality Assurance (QA) requirements
- deposit waste in correct bins and keep work area neat and tidy
- communicate and cooperate with team members to maintain constant flow of product
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- steps in tripe processing

REQUIRED SKILLS AND KNOWLEDGE

- tripe trim specifications
- consequences of inadequately trimmed product being packed
- OH&S requirements for *small stock* tripe processing
- QA requirements for small stock tripe processing
- workplace and customer tripe specifications
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed over a period of time.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Trim may:	<ul style="list-style-type: none"> • have different specifications
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2002 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Small stock species may include:	<ul style="list-style-type: none"> • goats • sheep • any other small stock species.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2126C Process bibles

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process bibles as part of a tripe room operation.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in tripe room operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process bibles	1.1. Bibles are trimmed according to <i>workplace requirements</i> and specifications. 1.2. Defects in bibles including disease and incorrect cutting lines are identified according to workplace requirements. 1.3. Occupational Health and Safety (<i>OH&S requirements</i>) are identified and met. 1.4. <i>Trim</i> is placed in appropriate bin or chute according to workplace requirements. 1.5. Types and sources of contamination and cross-contamination are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim bibles according to workplace, OH&S, Quality Assurance (QA), and hygiene and sanitation requirements and specifications
- identify defects in cutting lines and report to supervisor according to work instructions
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene and sanitation requirements associated with processing bibles
- OH&S requirements associated with processing bibles
- relevant regulatory requirements
- steps in processing bibles

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Trim</i> may:	<ul style="list-style-type: none"> have different specifications
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2127B Process maws

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process pig maws.
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Application of the Unit

Application of the unit	This unit is applicable to workers required to process pig stomachs (maws). This may or may not involve scalding maws.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Wash and <i>trim</i> maws	<p>1.1. Maws are inspected and rinsed according to work instructions.</p> <p>1.2. Maws are trimmed of excess fat according to workplace specifications.</p> <p>1.3. Maws are stored according to <i>workplace requirements</i>.</p>
2. Tumble and drain maws	<p>2.1. Maws are inspected and processed in a tumbler according to workplace work instructions.</p> <p>2.2. Maws are inspected according to workplace Occupational Health and Safety (<i>OH&S requirements</i>).</p>
3. Scald maws	<p>3.1. Maws are scalded according to work instruction, if required.</p> <p>3.2. Scalding unit is operated according to workplace requirements, if required.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- wash, trim and inspect maws according to the work instruction and OH&S requirements
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- maws specifications
- relevant work instructions
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in an operating tripe processing room.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Trim</i> may:	<ul style="list-style-type: none"> • have different specifications
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2131C Prepare and despatch meat product orders

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assemble the product for despatch, supervise the preparation of the order, manage preparation of documentation and ensure regulatory requirements are met.
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Application of the Unit

Application of the unit	This unit is appropriate for all sectors of the meat industry where product is despatched.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify product required for <i>meat product orders</i>	<p>1.1. Products are identified and labelled in accordance with trade descriptions.</p> <p>1.2. Products are identified in accordance with company requirements.</p>
2. Check customer requirements for delivery of order	<p>2.1. Customer requirements are confirmed to determine product order <i>delivery</i> arrangements.</p> <p>2.2. Customer requirements are checked to confirm whether the order is domestic or export so as to comply with appropriate regulatory and importing country requirements.</p> <p>2.3. Temperature and storage requirements for product order are confirmed and arranged in accordance with <i>workplace requirements</i>.</p>
3. Arrange orders	<p>3.1. Products are identified for an order and chiller location is confirmed.</p> <p>3.2. Product is assembled and checked against <i>documentation</i> to ensure correct order is sent out.</p>
4. Complete documentation	<p>4.1. Despatch documentation is correctly completed either manually or electronically to workplace and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- make up meat orders correctly in accordance with workplace, Occupational Health and Safety (*OH&S*), hygiene and sanitation, Quality Assurance (QA) and *regulatory requirements*
- identify cartons and carcasses which are unsuitable for loadout
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- types of cartons and carcasses which are unsuitable for loadout
- export and domestic regulatory requirements related to the despatch of meat products
- procedures to deal with contingencies, such as incorrect orders documentation
- relevant security arrangements
- temperature requirements for despatch of product

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Meat product orders</i> may be:	<ul style="list-style-type: none"> • carcass or cartons.
<i>Delivery</i> may be:	<ul style="list-style-type: none"> • container • truck.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • domestic transfers • labelling, which may include: <ul style="list-style-type: none"> • for Australian inspection • for domestic purposes • for export purposes • pre-printed cartons • meat transfer certificates • notice of intention • supplementary meat transfer certificates.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS EN 12442.2-2003 Australian Standard - Animal Tissues and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collection and Handling. • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to workplace requirements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2132C Loadout meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to load meat products onto trucks and/or containers.
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Application of the Unit

Application of the unit	This unit is applicable to workers loading out product from abattoirs, boning rooms, smallgoods plants, wild game depots, game processing plants, food services and wholesaling operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify product	<p>1.1. Product required for order is identified in accordance with workplace requirements and customer specifications.</p> <p>1.2. Temperature of product is correctly recorded in accordance with workplace requirements.</p> <p>1.3. Brands or labels are checked against order.</p>
2. Consolidate order	<p>2.1. Product order is checked to ensure it is complete before loading.</p> <p>2.2. Carcasses are assembled in hanging yard or carton meat is palletised in accordance with workplace and OH&S requirements, where required.</p>
3. Loadout product	<p>3.1. Order is handled in accordance with hygiene and sanitation, and food safety requirements.</p> <p>3.2. Product is loaded into transport vehicle, container or refrigerated storage in accordance with workplace requirements.</p> <p>3.3. OH&S requirements are identified and met.</p> <p>3.4. Security requirements for products (e.g. seals on trucks and containers) are met in accordance with regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- ensure that all points leading to the loadout area are open and relevant points are closed when handling carcasses on the rail
- loadout product to workplace, OH&S and regulatory requirements and customer specifications.
- use loading machinery and technology according to workplace and manufacturer's specifications
- check brands and correctly label product when part of loadout procedures
- correctly identify products

REQUIRED SKILLS AND KNOWLEDGE

- accurately record temperatures
- accurately weigh product where part of loadout procedures
- identify and comply with regulatory requirements for loadout including security arrangements for containers and trucks
- identify causes of cross contamination of carcasses during manual handling
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S, regulatory, hygiene and sanitation requirements related to loadout of product
- purpose and nature of relevant documentation
- security requirements related to loadout.
- impact of weather conditions at loadout from wild game depots e.g. rain (where applicable)

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production.

Context of, and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant or game depot.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Product may:	<ul style="list-style-type: none"> • be from a variety of species • include varying types of product in a single order.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Brands may include:	<ul style="list-style-type: none"> • Australian Quarantine Inspection Service AQIS • Australian Inspection brands • crown • strip brands • two-tooth.
Labels may include:	<ul style="list-style-type: none"> • carcass labels • carton labels.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and

RANGE STATEMENT	
	<p>programs</p> <ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Security requirements</i> may include:</p>	<ul style="list-style-type: none"> • seals on trucks and containers.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption <p>state and territory regulations regarding meat processing.</p>
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to workplace requirements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2133C Store carcass product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to move carcasses safely and hygienically into and out of freezers and chillers using a rail system.
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Application of the Unit

Application of the unit	This unit is applicable to workers in large-scale chiller or freezer storage facilities.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Store carcase product</i>	1.1. Rails are used according to <i>workplace requirements</i> to transfer carcase product to <i>storage area</i> . 1.2. <i>Carcase meat product</i> is transported to designated area for storage according to workplace and Occupational Health and Safety (<i>OH&S requirements</i>). 1.3. Carcase meat product is identified and stored in appropriate area according to workplace requirements. 1.4. Carcase meat product is stored at correct temperature according to workplace and <i>regulatory requirements</i> . 1.5. Specific OH&S requirements related to working in cold areas and manual handling are met according to workplace and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work efficiently in teams and individually
- measure and record temperature if part of workplace requirements
- move carcase according to workplace, OH&S, hygiene and sanitation, Quality Assurance (QA) and regulatory requirements
- store carcase product according to workplace, OH&S, hygiene and sanitation, QA and regulatory requirements
- explain workplace requirements related to storing carcase product
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- handling procedures for carcase product
- hygiene and sanitation requirements related to storing carcase product
- methods of product transfer
- OH&S requirements to reduce potential risks
- potential OH&S risks related to storing carcase product, transferring carcasses on a rail, and working in a cold environment
- regulatory requirements related to storing carcase product
- importance of storing product at the required ambient temperature

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal operating conditions.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must be conducted in a large-scale chilling or freezing facility utilising a real system.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Carcase storage may include:

- h-bone hanging
- quartered carcase
- split carcasses
- whole carcase.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Storage area may include:

- blast freezer
- chiller
- conditioning tunnels
- freezers.

Carcase meat product may:

- include a range of species
- be identified by brands or tags.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2134C Store carton product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to safely and hygienically store and refrigerate carton meat in chillers and freezers.
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Application of the Unit

Application of the unit	This unit is applicable to those working in large-scale chiller or freezer meat storage facilities.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store carton meat product	1.1. Carton meat product is transported, racked or palletised in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Carton meat product is identified according to labelling. 1.3. Carton meat product is stored in appropriate area in accordance with workplace requirements. 1.4. Carton meat product is stored at required temperature. 1.5. Temperature is checked (if part of work instructions). 1.6. OH&S requirements related to working in <i>refrigerated areas</i> are met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify types of product stored
- use correct handling techniques for storing carton product
- demonstrate methods of racking, palletising and transferring product in accordance with workplace, OH&S, hygiene and sanitation, and Quality Assurance (QA) requirements
- store carton product in accordance with workplace, OH&S, hygiene and sanitation, and QA requirements
- work efficiently in teams and individually
- identify and apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- OH&S requirements related to manual handling of carton meat products
- OH&S requirements related to working in refrigerated areas
- importance of storing meat at required temperature
- meat storage requirements
- possible causes of contamination of carton meat
- specific OH&S risks related to storage of carton product and working in a cold environment

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production.

Context of and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Refrigerated areas</i> may include:	<ul style="list-style-type: none"> blast freezers chillers conditioning tunnels plate freezers.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2135C Locate storage areas and product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify and nominate specific storage locations and the product stored in them.
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Application of the Unit

Application of the unit	This unit is applicable to large-scale cold storage, chilling and freezing areas of the abattoirs, smallgoods and food service sectors.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Locate storage area	<p>1.1. Information containing stock location is received and applied to <i>workplace requirements</i>.</p> <p>1.2. Workplace signs, codes and labels are followed and applied to workplace standards and <i>regulatory requirements</i>.</p>
2. Identify product	<p>2.1. Product is correctly identified in accordance with workplace documentation, signs, codes, labels and brands.</p> <p>2.2. <i>Information on product location</i> is assessed either electronically or manually from company records.</p> <p>2.3. Product is checked for quality in accordance with workplace quality standards.</p>
3. <i>Check</i> product	<p>3.1. Product storage is checked to ensure workplace requirements are met.</p> <p>3.2. Product is picked, counted, consolidated, replenished or adjusted to meet workplace, customer and regulatory requirements.</p> <p>3.3. Routine problems with product storage area are identified and corrective action taken in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify any problems related to storage of products and take the corrective action detailed in work instruction
- locate storage areas for a variety of products
- identify products accurately
- work effectively as an individual and as a team member
- apply relevant Occupational Health and Safety (*OH&S requirements*)
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- purpose of product segregation
- relevant OH&S requirements
- products stored and explain their storage requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under normal circumstance of normal utilisation of chiller or freezer facilities.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Systems incorporating ***information on product location*** may be:

- automated
- computer-based
- manual
- paper-based.

Checking processes may include:

- estimation and calculation to count, consolidate, replenish or adjust product for, or in, storage.

RANGE STATEMENT	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2136C Complete re-pack operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to re-pack carton meat products after the carton is damaged. The technical skills relate to re-packing the cartons, and the administrative skills relate to completing the records associated with the re-pack operation.
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Application of the Unit

Application of the unit	This unit is applicable to boning room and loadout staff in meat processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Re-pack cartons	1.1. Carton defects requiring re-packs are identified according to <i>workplace requirements</i> . 1.2. Occupational Health and Safety (<i>OH&S requirements</i>) for re-pack, including manual handling, are identified and met. 1.3. Cartons are re-packed according to workplace requirements.
2. Complete re-pack documentation	2.1. Re-pack documentation is completed according to workplace and <i>regulatory requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • identify carton defects • identify cartons to be re-packed • re-pack cartons in accordance with workplace requirements • generate new labels for re-pack • complete all necessary documentation correctly • identify possible types and sources of contamination and cross-contamination and explain preventative measures • work efficiently in teams and individually • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use relevant <i>communication skills</i>
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • consequences of incorrect re-pack procedure • documentation requirements for re-pack operations • re-pack procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production.

Context of, and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- simulation
- verified work log or diary
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and writing relevant workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2137B Bag carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bag carcasses in a chiller.
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Application of the Unit

Application of the unit	This unit is applicable to workers bagging carcasses usually in meat processing plants prior to loadout or freezing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare bagging materials	1.1. Bagging consumables are checked prior to the start of the shift to ensure an adequate supply. 1.2. Brands or stamps are checked. 1.3. Supply of labels is checked.
2. Bag carcase	2.1. <i>Carcase</i> is bagged according to <i>workplace requirements</i> including hygiene and occupational Health and Safety (<i>OH&S requirements</i>). 2.2. Carcases are stamped and labelled according to workplace requirements, where applicable. 2.3. Carcases are moved on rails in chillers, freezers and loadout areas according to workplace, hygiene and OH&S requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- observe OH&S requirements for working in chillers
- maintain *product* segregation as required
- move carcases around chillers and into freezers in accordance with workplace requirements
- use relevant *communication skills*
- use workplace equipment and technology according to workplace requirements
- bag carcases according to all workplace and regulatory requirements
- apply work instruction for the bagging of carcases
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- improve own work performance as a result of self-evaluation or feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- labelling requirements for different markets and customers
- potential sources of contamination and control methods to minimise contamination
- relevant regulatory requirements
- bagging requirements for different markets and customers

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal with the speed of production.

Context of, and specific resources for assessment

Assessment must be conducted in a meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Carcase meat product may:

- be hung and stored in a variety of ways
- be identified by brands or tags
- include a range of species.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Product</i> may include:	<ul style="list-style-type: none"> • game meat • goat • lamb • mutton • other meat species or products • pork • veal.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting relevant workplace-related documentation • sharing information • speaking clearly and directly • working and communicating with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2141C Overview offal processing on the slaughter floor

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process offal on the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the types of offal	1.1. <i>Types of offal</i> are identified. 1.2. Sources of contamination and cross-contamination of offal are identified. 1.3. Consequences of damage or contamination of offal are explained.
2. Identify the flow of offal and processing steps on the slaughter floor	2.1. Steps for handling offal on the slaughter floor are followed. 2.2. Procedures for inspecting offal are identified. 2.3. Chutes and bins used for edible and inedible offal are identified.
3. Identify the requirements for processing offal on the slaughter floor	3.1. <i>Workplace, regulatory</i> and <i>OH&S requirements</i> for workers handling offal are identified and followed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify condemnation marks on offal
- identify edible offal
- identify the various organs processed on the viscera table
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- inspection process
- contamination to offal caused by bile, ingesta, excreta or paunch content
- procedures for the disposal of inedible offal in appropriate bins or chutes
- workplace, OH&S, hygiene and sanitation, and Quality Assurance (QA)

REQUIRED SKILLS AND KNOWLEDGE

- requirements related to processing offal on the slaughter floor
- sources of contamination
 - general uses of offal
 - impact of contamination of edible offal on further processing

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Offal</i> may be from various species of animals and may include:</p>	<ul style="list-style-type: none"> • brains • head meat • kidney • lips • liver • oesophagus • pancreas • pituitary glands • pizzles • rectum • runners • sweet runners • tail • tendons • testicles • tongue root and tongue • trachea • uterus • weasand.
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coat and apron ear plugs or muffs eye and facial protection head-wear lifting assistance mesh apron protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards, codes of practice etc.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2143C Separate offal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to separate offal into edible and inedible types (including pet meat). It also involves the identification of contamination and defects.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor and game processing plant operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where applicable)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify offal	1.1. Different types of <i>offal</i> , including edible and inedible offal, are identified according to <i>workplace requirements</i> .
2. Separate offal into edible and inedible offal	2.1. Offal is separated and sorted into edible and inedible offal according to workplace requirements. 2.2. Offal that is fit for human consumption is identified and passed to appropriate area for processing according to workplace requirements. 2.3. Gall bladder is separated from liver. 2.4. Offal that may have sustained damage is washed, where applicable. 2.5. Condemned offal is identified according to inspection brands or marking. 2.6. Offal is placed in chutes or bins according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify the various organs processed on the viscera table
- separate offal to hygiene and sanitation, workplace, Quality Assurance (QA) and Occupational Health and Safety (*OH&S*) *requirements*
- identify condemnation marks on offal
- handle offal to avoid bile, ingesta, excreta or content contamination
- dispose of inedible offal in appropriate bins or chutes
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- hygiene and sanitation, workplace, QA and OH&S requirements associated with separating offal on the slaughter floor
- impact of contamination of edible offal on further processing
- importance of accurate separation of offal on the viscera table
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Offal</i> may include:	<ul style="list-style-type: none"> • brain • cheeks • diaphragm, skirts and flares • glands • heart • kidneys • liver • lungs • penis • small intestines • spleen • stomach(s) • tail • tendons • testicles • tongue • tripe • weasand • or any other tissue recovered for human consumption or medical uses.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2144C Trim offal fat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim offal fat on the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim excess fat from <i>offal</i>	1.1. Fat to be trimmed is identified according to <i>workplace requirements</i> and customer specifications. 1.2. Excess fat is trimmed and disposed of according to workplace and <i>OH&S requirements</i> . 1.3. Aorta is removed prior to removal of fat from around heart, where part of work instructions. 1.4. Connective tissue is trimmed from thick and thin skirts, where part of work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • trim offal fat according to workplace, OH&S, Quality Assurance (QA), and hygiene and sanitation requirements • handle offal to avoid bile, ingesta, excreta or content contamination • identify condemnation marks on offal and take appropriate action • store or despatch fat according to workplace requirements • apply relevant <i>regulatory requirements</i> • work effectively as an individual and as part of a team • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • impact of contamination of edible offal on further processing • purpose of trimming offal fat • types of contamination of offal • relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Offal</i> may include:	<ul style="list-style-type: none"> • brain • cheeks • diaphragm, skirts and flares • glands • heart • kidneys • liver • lungs • penis • small intestines • spleen • stomach(s) • tail • tendons • testicles • tongue • tripe • weasand • or any other tissue recovered for human consumption or medical uses.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2145C Separate and tie runners

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to separate runners from the viscera, inspect for defects or contamination and tie the runners to avoid spillage of contents.
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Application of the Unit

Application of the unit	This unit is applicable to workers on the slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Separate and tie runners	1.1. Runners are separated and tied to prevent contamination and to meet <i>workplace</i> and <i>OH&S requirements</i> . 1.2. Runners are inspected for defects or contamination according to workplace requirements. 1.3. Runners are placed in appropriate chutes according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • handle runners in such a way as to avoid bile, ingesta, excreta or content contamination • identify condemnation marks on runners • dispose of inedible runners in appropriate bins or chutes • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • possible sources of contamination • uses of end runners • workplace, OH&S and Quality Assurance (QA) requirements related to separating and tying runners • relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2147C Recover thin skirts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to recover thin skirts as part of a slaughter floor operation.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Recover thin skirts	1.1. Thin skirts are removed according to cutting line specifications, <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Defects in thin skirts are identified and managed according to workplace requirements. 1.3. Sources of contamination and cross-contamination are identified and corrective action is taken according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove thin skirts according to cutting line specifications, workplace, OH&S, Quality Assurance (QA), and hygiene and sanitation requirements
- identify and manage defects in thin skirts according to workplace requirements
- identify and correct sources of contamination and cross-contamination according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- cutting line specifications, workplace, OH&S and QA requirements related to the recovery of thin skirts
- possible defects in thin skirts
- possible sources of contamination and cross-contamination
- steps involved in recovering the thin skirt
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency has to be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in an abattoir under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2148B Remove thick skirts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove thick skirts (diaphragm).
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor or boning operations when the thick skirts are not removed as part of the evisceration process.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify carcasses for thick skirt removal	1.1. Skirt removal marker is located on the carcass according to <i>workplace requirements</i> , where required.
2. Remove thick skirts	<p>2.1. Thick skirts are removed according to workplace and Occupational Health and Safety (<i>OH&S requirements</i>).</p> <p>2.2. Defects in thick skirts are identified and managed according to workplace requirements.</p> <p>2.3. Sources of contamination and cross-contamination are identified and remedial action is taken according to workplace requirements.</p> <p>2.4. Trimmed skirts are handled and disposed of according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove thick skirts in accordance with workplace, OH&S and Quality Assurance (QA) requirements
- identify and manage defects, contamination and cross-contamination in accordance with workplace requirements
- dispose of trimmed skirts to workplace requirements
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use communication skills appropriate to the task

Required knowledge

Knowledge of:

- cutting lines for thick skirts
- purpose of skirt removal indicator

REQUIRED SKILLS AND KNOWLEDGE

- uses and further processing of thick skirts
- workplace, OH&S and QA requirements for removing thick skirts
- possible sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2149B Remove flares

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove flares from pig carcasses.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floor operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove flares	1.1. Flares are removed according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Defects in flares are identified and managed according to workplace requirements. 1.3. Sources of contamination and cross-contamination are identified and preventative action is taken according to workplace requirements. 1.4. Flares are handled and disposed of according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove flares in accordance with workplace, OH&S and Quality Assurance (QA) requirements
- identify and manage defects, contamination and cross-contamination in accordance with workplace requirements
- apply relevant *regulatory requirements*
- despatch or store flares to workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use communication skills appropriate to the task

Required knowledge

Knowledge of:

- uses and further processing of flares
- workplace, OH&S and QA requirements for removing flares
- possible sources of contamination and cross-contamination, and rectify problems

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2150B Recover offal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to recover offal on a slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers recovering at least three types of offal from the slaughter floor. A wide range of offal such as uterus, rectums, thymes, heart, kidneys, livers, testicles, and pizzles can be recovered.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where applicable)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Recover <i>offal</i>	1.1. Identify and recover offal according to <i>workplace requirements</i> . 1.2. Recover offal safely according to workplace Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3. Offal inspected for defects according to workplace Quality Assurance (QA) requirements. 1.4. Knife, when used, is kept sharp.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- inspect offal for defects
- recover offal according to workplace requirements
- recover offal safely according to OH&S requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- types of offal recovered
- methods of avoiding or dealing with contamination
- sources of contamination and cross-contamination
- work instructions and Standard Operating Procedures (SOPs) relevant to the recovery of offal
- relevant regulatory requirements
- types of defects and *contamination* of offal

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Offal may include:

- brain
- cheeks
- glands
- heart
- kidneys
- liver
- lungs
- penis
- rectums
- skirts and flares
- small intestines
- spleen
- stomach(s)
- tail
- tendons
- testicles
- tongue
- tripe
- weasand
- or any other tissue recovered for human consumption or medical purposes.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • SOPs • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Contaminants</i> may include:	<ul style="list-style-type: none"> • abscess • blood • disease damage (such as Ovine Johne's Disease, Bovine Johne's Disease etc) • ingesta • tumour.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2151C Overview hide, pelt, skin processing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to overview and explain the treatment of hides, skins and pelts (or any other exterior covering) at a particular plant or processing centre.
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Application of the Unit

Application of the unit	This unit is applicable to hide or skin sheds and/or tannery operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify steps in processing <i>animal coverings</i>	<p>1.1. Trimming, grading, <i>treatment</i> and storage of hides is traced.</p> <p>1.2. Customer specifications in regard to animal coverings are identified.</p>
2. Identify requirements and specifications for the processing of hides	<p>2.1. <i>Workplace</i>, Occupational Health and Safety (<i>OH&S</i>), <i>regulatory</i> and Quality Assurance (QA) <i>requirements</i> are identified</p> <p>2.2. Customer specifications for the processing of hides are identified.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- methods of stacking and storing animal coverings
- methods of treating animal coverings
- importance of maintaining the quality of hides processed
- storage of animal coverings and the goals of such storage
- types of defects that occur in hides, pelts and skins and what causes these defects
- uses of animal coverings
- OH&S requirements for hide or skin processing
- customer requirements for hides, pelts and skins
- steps in processing of hides, pelts and skins

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Animal coverings</i> may include:	<ul style="list-style-type: none"> • feathers • hair • hide • skin • wool.
Treatment may include:	<ul style="list-style-type: none"> • brine curing • fleshing • packing • salting or drying • trimming • weighing or grading.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p>Communication skills may include:</p>	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2152C Trim hide or skin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim hide or skin.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, slaughter houses and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim hide or skin	1.1. Hide or skin is trimmed according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Customer specifications for trimming are identified and explained. 1.3. Hide or skin is trimmed to customer specifications. 1.4. Hide or skin is handled in accordance with OH&S requirements. 1.5. Waste is disposed of in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- trim hides or pelts to workplace and OH&S requirements and customer specifications, where applicable
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- methods of treating animal coverings
- OH&S requirements for trimming hides or pelts
- importance of achieving a good trim
- steps in processing *animal coverings* at the plant
- workplace requirements for trimming animal coverings
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment should be conducted in an operating plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice etc.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Animal coverings</i> may include:	<ul style="list-style-type: none"> feathers hair hide skins wool.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2153C Salt hide or skin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to salt hides or skins.
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Application of the Unit

Application of the unit	This unit is applicable to workers in hide/skin sheds attached to abattoirs or knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Salt hide or skin	<p>1.1. Hide or skin is salted and handled in accordance with <i>workplace</i> and Occupational Health and Safety (OH&S) <i>requirements</i>.</p> <p>1.2. Hides are inspected prior to and after salting to ensure specifications are met.</p> <p>1.3. Salting process is monitored in accordance with workplace requirements.</p>
2. Store and monitor hides or pelts	<p>2.1. Salted hide or skin is stored or palletised in accordance with customer specifications and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- process and salt hides in accordance with workplace and OH&S requirements
- monitor salt processing of hides
- inspect hides to ensure specifications are met
- handle hides or skins in accordance with workplace and OH&S requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- methods of stacking and storing hides or pelts to meet workplace and customer requirements
- methods of *treating animal coverings*
- specifications for salting and storage of hides
- steps in processing animal skins, hides or pelts
- steps in salting hides

REQUIRED SKILLS AND KNOWLEDGE

- workplace, OH&S and Quality Assurance (QA) requirements related to salting hides
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of skin processing.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating skin shed.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards, codes of practice etc.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Treatment</i> may include:	<ul style="list-style-type: none"> brine curing fleshing salting or drying.
<i>Animal coverings</i> may include:	<ul style="list-style-type: none"> feathers hair hide skins wool.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2154C Grade hide or skin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to grade hides or skins both prior to and after processing.
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Application of the Unit

Application of the unit	This unit is applicable to skin shed or tannery operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect hide or skin	1.1. <i>Hide</i> or skin is inspected in accordance with <i>workplace requirements</i> and customer specifications. 1.2. Hide or skin is inspected for defects in accordance with workplace requirements. 1.3. Action is taken on defects in accordance with workplace requirements.
2. Grade hide or skin	2.1. Hide or skin is graded in accordance with customer specifications and/or workplace requirements. 2.2. Hide or skin is prepared for despatch and/or stored in accordance with workplace requirements. 2.3. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> for handling and grading are identified and explained.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- inspect hide for defects and take appropriate remedial action according to workplace requirements
- use correct methods of storing hides to workplace and customer requirements
- apply the grading methods for *animal coverings* according to workplace and OH&S requirements, and customer specifications
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- methods of grading hides or skins
- OH&S and workplace requirements related to the grading of hides or skins

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• steps in processing coverings• relevant regulatory requirements |
|--|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated using the range of hide and/or skin types or classifications encountered in the workplace.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment can occur in the workplace under normal production conditions or in a simulated workplace.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Hides</i> may be:	<ul style="list-style-type: none"> graded from a variety of species and may have a variety of specifications and customer requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Animal coverings</i> may include:	<ul style="list-style-type: none"> • feathers • hair • hide • skins • wool.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2155C Despatch hide or skin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to despatch hides and/or skins for further processing.
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Application of the Unit

Application of the unit	This unit is applicable to those working in hide and/or skin sheds attached to an abattoir.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Despatch hides or skins	1.1. Hide or pelt pallets are used according to <i>workplace</i> and customer requirements. 1.2. Hide or skin is despatched according to workplace requirements. 1.3. Despatch <i>documentation</i> is completed in accordance with work and customer requirements. 1.4. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • despatch <i>animal coverings</i> according to workplace and customer requirements • apply relevant <i>regulatory requirements</i> • comply with OH&S procedures related to handling and despatching animal coverings • work effectively as an individual and as part of a team • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use relevant <i>communication skills</i>
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • methods of treating animal coverings • relevant regulatory requirements • steps in processing animal coverings at the plant • OH&S procedures related to handling and despatching animal coverings

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when completing real orders.

Context of, and specific resources for assessment

Assessment must be conducted in an operating hide and/or skin processing facility.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Documentation requirements may include those of the:

- workplace, customer, regulatory and importing country.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
<i>Animal coverings</i> may include:	<ul style="list-style-type: none"> • feathers • hair • hide • skins • wool.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and writing workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2156B Treat hides chemically

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to treat hides coming off a slaughter floor prior to despatch.
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Application of the Unit

Application of the unit	This unit is applicable to workers at an abattoir required to treat hides with chemicals.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Treat <i>hides</i> chemically	1.1. Hides are treated chemically according to the work instructions. 1.2. Hides are monitored for <i>contamination</i> and corrective action is taken, where part of work instructions. 1.3. Hides are treated chemically according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.4. Hides are stored after treatment in accordance with workplace requirements. 1.5. Chemical concentrations are monitored according to work instructions. 1.6. Waste water disposal is monitored according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- treat hides according to work instructions
- inspect hides for contamination, where applicable
- apply relevant *regulatory requirements*
- monitor chemicals and reservoir levels to be used in treating the hides
- store hides according to workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- treat hides safely according to workplace OH&S procedures

Required knowledge

Knowledge of:

- OH&S requirements when treating hides
- OH&S hazards when treating hides

REQUIRED SKILLS AND KNOWLEDGE

- purpose of treating hides with chemicals
- work instructions for treating hides
- relevant regulatory requirements
- environmental issues and requirements when treating hides chemically
- storage requirements for hides after treatment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment should be conducted in an operating plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contaminants may include:

- abscess
- blood
- disease damage (such as Ovine Johne's Disease, Bovine Johne's Disease etc)
- fat
- ingesta
- tumour.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2157B Chill, ice hides

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to chill hides coming off the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers in an abattoir required to chill hides prior to despatch for tanning.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Chill hides	1.1. Hides are chilled according to work instructions. 1.2. Hides are inspected for contamination, where required 1.3. Chilling is performed safely according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.4. Chilled hides are stored to workplace and/or customer requirements. 1.5. Waste water disposal is monitored to ensure workplace environment requirements are met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- chill or ice hides according to the work instructions and customer requirements
- chill or ice hides according to the workplace OH&S requirements
- apply post-chilling storage procedures and requirements
- monitor process according to workplace requirements
- apply relevant *regulatory requirements*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- monitoring procedures where required
- purpose of chilling or icing hides
- work instructions for the chilling or icing hides process
- relevant regulatory requirements
- time and temperature requirements for the process

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• OH&S hazards and workplace OH&S procedures |
|--|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment should be conducted in an operating plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • personal protective equipment (PPE): <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2158B Crop pelts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge to crop wool skins to a uniform length.
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Application of the Unit

Application of the unit	This unit is applicable to those processing sheep skins that need to be cropped to a uniform length.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Crop pelts	1.1. Start-up procedures are completed according to <i>workplace requirements</i> . 1.2. Skins are selected and inspected to meet specifications. 1.3. Sheep skins are cropped according to work instruction. 1.4. Skins are cropped according to workplace Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.5. Cropped pelts are despatched correctly for storage. 1.6. Machinery is operated, maintained, cleaned and checked according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow OH&S policies and practices
- follow work instructions
- despatch processed sheep skins
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- identify OH&S hazards
- report equipment faults to supervisor in accordance with workplace procedures
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S policies and procedures
- sheep skin specifications

REQUIRED SKILLS AND KNOWLEDGE

- operating instructions for cropping machinery
- relevant regulatory requirements
- steps in work instructions
- possible pelt *contaminants*

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment should be conducted in an operating plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> hygiene and sanitation requirements relevant regulations.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Contaminants</i> may include:	<ul style="list-style-type: none"> physical contamination such as: <ul style="list-style-type: none"> matter twigs wire.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2161C Overview fellmongering operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand the operation of a fellmongering plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in any part of a fellmongering operation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify <i>steps</i> in fellmongering	1.1. Steps and machinery employed in the fellmongering process are identified. 1.2. Types and sources of defects in fellmongered products are identified. 1.3. <i>Quality</i> requirements and customer specifications are identified in regard to pelts and pulled wool. 1.4. Environmental hazards and preventative measures associated with fellmongering are identified.
2. Follow <i>safety requirements</i> for this area	2.1. Safety hazards in the fellmongering area are identified. 2.2. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> for the fellmongering area are identified and followed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- machinery used in the fellmongering plant
- fellmongering process
- methods and goals of storage of skins
- use of skins and pulled wool
- workplace, quality and OH&S requirements, and customer specifications for pelts and pulled wool in accordance with *workplace requirements* and customer specifications
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must involve demonstrated ability to work safely in a fellmongering plant. Competency must be demonstrated at normal production speed.

Context of, and specific resources for assessment

Assessment must be conducted in an operating fellmongering plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Fellmongering <i>steps</i> may include:	<ul style="list-style-type: none"> • fleshing • pressing • pulling • skirting • sweating.
<i>Quality</i> of fellmongered products may relate to:	<ul style="list-style-type: none"> • workplace and/or customer requirements.
<i>Safety requirements</i> may include:	<ul style="list-style-type: none"> • accident prevention • electrical fault procedures • emergency evacuation procedures • emergency procedures in case of injury • equipment malfunction procedures • hand and arm protection • protection from chemical contamination.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant regulations.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2162C Chemically treat skins for fellmongering process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to apply chemicals to skins in a fellmongering process.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed in a fellmongering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate spray equipment	1.1. Spray equipment is operated in accordance with <i>workplace requirements</i> and manufacturer's specifications. 1.2. Spray equipment is maintained and cleaned in accordance with workplace requirements and manufacturer's specifications, where required.
2. Spray skins and prepare them for sweating	2.1. Skins are laid out for chemical treatment in accordance with workplace requirements. 2.2. Acid solutions are applied to skins in accordance with workplace requirements. 2.3. Acid solution is spread evenly over pelt (including points) in accordance with workplace requirements. 2.4. Skins are folded in accordance with workplace requirements. 2.5. Skins are kept in their mob batches for identification purposes. 2.6. Occupational Health and Safety (OH&S) hazards are identified and <i>preventative measures</i> are taken. 2.7. Environmental hazards are identified and preventative measures are taken.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- spray skins with chemicals in accordance with *OH&S requirements* and workplace *specifications* customer specifications
- operate spraying equipment to workplace and OH&S requirements
- cite and locate the material safety data sheets for the chemicals used and explain how they relate to the use and disposal of the chemicals
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback

REQUIRED SKILLS AND KNOWLEDGE

from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- environmental risks and controls related to the use of chemicals
- protective equipment to be used for each chemical and emergency procedures related to spills etc
- purpose of chemically treating skins in fellmongering
- relationship between concentration of chemicals and different types of skins
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speeds.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating fellmongering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

Preventative measures may include:

- accident prevention
- electrical fault procedures
- emergency evacuation procedures
- emergency procedures in case of injury
- equipment malfunction procedures
- hand and arm protection.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- PPE which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • workplace • customer • grading • treatment • mathematical information
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2163C Prepare chemicals for fellmongering process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare chemicals for the fellmongering process.
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Application of the Unit

Application of the unit	This unit is applicable to workers responsible for mixing the full range of chemicals used in fellmongering operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>chemicals</i> for fellmongering process	1.1. Chemicals for the fellmongering process are removed from storage and transported to area for mixing in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Chemicals are mixed and stored in accordance with work instructions, OH&S requirements and manufacturer's specifications. 1.3. Pumps and mixers are operated to workplace and OH&S requirements. 1.4. Chemicals are mixed to workplace and OH&S requirements in accordance with the varying requirements of different types of skins. 1.5. pH readings of the mixed chemicals are taken and checked against <i>specifications</i> . 1.6. Chemicals are used, stored and disposed of in accordance with environmental protection requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • obtain and cite the Material Safety Data Sheets for the chemicals used and explain how they relate to the use, mixing, storage and disposal of the chemicals • transport chemicals for the fellmongering process to an area for mixing in accordance with workplace and OH&S requirements • mix chemicals in accordance with work instructions, OH&S requirements and manufacturer's specifications • mix chemicals to workplace requirements in accordance with the varying requirements of different types of skins • work efficiently in teams and individually • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation,

REQUIRED SKILLS AND KNOWLEDGE

feedback from others, or in response to changed work practices or technology

- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S requirements for mixing chemicals
- OH&S hazards associated with mixing chemicals
- environmental risks and controls related to storing, mixing and disposing of chemicals
- protective equipment to be used for each chemical and the emergency procedures related to spills etc
- purpose of chemically treating skins in fellmongering
- steps in mixing chemicals, the protective equipment needed and safety procedures
- use of different mixes of chemicals in fellmongering
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions and for a range of chemical formulations.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operational fellmongering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Chemicals may:

- be selected from a variety of different chemicals
- be used in different concentrations and mixes according to the requirements of a variety of skins.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • workplace • customer • grading • treatment • mathematical information
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> • accident prevention • electrical fault procedures • emergency evacuation procedures • emergency procedures in case of injury • equipment malfunction procedures • hand and arm protection.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant regulations.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2164C Operate wool drier and press

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a wool drier and wool press.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating wool driers and wool presses in a fellmongering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Dry wool	1.1. Start-up routine for wool drier is followed in accordance with <i>workplace requirements</i> and manufacturer's <i>specifications</i> . 1.2. Wool drier is operated to workplace and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> and manufacturer's specifications. 1.3. Wool is dried to workplace requirements. 1.4. Wool is monitored for correct drying in accordance with workplace requirements. 1.5. Wool flow through drier is monitored. 1.6. Routine maintenance and cleaning is performed in accordance with workplace requirements and manufacturer's specifications. 1.7. Safety hazards are identified and explained. 1.8. OH&S requirements are identified and met.
2. Operate wool press to bale wool	2.1. Start-up procedures for wool press are followed in accordance with workplace requirements and manufacturer's specifications. 2.2. Wool is fed into wool press in accordance with work instructions. 2.3. Wool is baled in accordance with workplace requirements and customer's specifications. 2.4. Wool dryness is monitored in accordance with workplace requirements. 2.5. Fleece type and class separations are observed in accordance with workplace requirements. 2.6. Bales are branded, weighed and recorded in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

REQUIRED SKILLS AND KNOWLEDGE

- maintain separation of wool types and classes according to classer's instructions
- monitor wool for correct drying
- press wool bales to workplace requirements
- operate, maintain and clean machinery for drying and pressing wool in accordance with workplace and OH&S requirements, and manufacturer's specifications
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- methods and goals of storage of wool bales
- purpose of drying wool
- reasons for drying and baling wool according to work instructions
- steps and importance of recording the details of the bale and its importance
- workplace and OH&S requirements and manufacturer's specifications associated with the operation of the wool drier
- relevant regulatory requirements
- OH&S hazards associated with operating a wool drier and a wool press, and *safety procedures*

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the level of usual production.

Context of, and specific resources for assessment

Assessment must be conducted in an operating fellmongering plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

Specifications may include:

- workplace
- manufacturer
- customer
- grading
- treatment
- mathematical information

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant state regulations.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> • accident prevention • electrical fault procedures • emergency evacuation procedures • emergency procedures in case of injury • equipment malfunction procedures • hand and arm protection.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2165C Perform sweating operation on fellmongered skin

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to sweat skins in a fellmongering process.
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Application of the Unit

Application of the unit	This unit is applicable to workers filling, operating and emptying sweat rooms in a fellmongering operation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Sweat skins	1.1. Skins are folded and hung in sweat room according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Temperature and humidity settings are established for sweat room according to workplace requirements. 1.3. Cleanliness of hanging rooms is maintained to workplace requirements. 1.4. Quality checks are made on skins prior to removal from sweating room. 1.5. Skins are transferred from sweat rooms to wool pulling machines. 1.6. Mob separation of skins is maintained.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- check quality of the skins
- operate the sweating room in accordance with workplace and OH&S requirements
- apply relevant *regulatory requirements* and *safety procedures*
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S requirements related to sweating skins
- purpose of sweating skins
- quality *specifications* required of sweated skins prior to pulling
- steps in sweating skins
- relevant regulatory requirements and safety procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal throughput rates of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating fellmongering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> hygiene and sanitation requirements relevant state regulations.
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> accident prevention electrical fault procedures emergency evacuation procedures emergency procedures in case of injury equipment malfunction procedures hand and arm protection processes for different types of skins.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Specifications</i> may include:	<ul style="list-style-type: none"> workplace customer grading treatment mathematical information

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2166C Perform skin fleshing operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate fleshing machinery in a fellmongering process.
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Application of the Unit

Application of the unit	This unit is applicable to workers operating a fleshing machine in a fellmongering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Feed skins for flesher	<p>1.1.Skins are opened and inspected for defects according to <i>workplace requirements</i>.</p> <p>1.2.Defective skins are treated in accordance with workplace requirements.</p> <p>1.3.Skins are fed to fleshing machine operator in accordance with workplace and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p>
2. Flesh skins	<p>2.1.Fleshing machine is operated in accordance with workplace and OH&S requirements, and manufacturer's <i>specifications</i>.</p> <p>2.2.Skins are fleshed in accordance with workplace and OH&S requirements, and customer specifications.</p> <p>2.3.Skins are monitored for correct fleshing in accordance with workplace requirements.</p> <p>2.4.Routine maintenance of fleshing machine is performed in accordance with workplace requirements and manufacturer's specifications.</p> <p>2.5.Skins are processed and batched in their <i>mobs</i> for identification.</p>
3. De-burr skins (where applicable)	<p>3.1.Burrs and vegetable matter are removed in accordance with workplace and OH&S requirements.</p> <p>3.2.De-burring machinery is operated and maintained in accordance with workplace and OH&S requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- OH&S hazards associated with skin fleshing
- OH&S requirements and *safety procedures* for operating fleshing equipment
- features of well fleshed skins
- operation of the fleshing machine
- quality requirements for fleshing skins in accordance with workplace requirements and customer specifications
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of throughput for a fleshing machine.

Context of, and specific resources for assessment

Assessment must be conducted in an operating fellmongering plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Specifications</i> may include:	<ul style="list-style-type: none"> manufacturer workplace customer grading treatment mathematical information
Different <i>mobs</i> of sheep may be classified by:	<ul style="list-style-type: none"> age breed vegetable matter contamination wool length.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> hygiene and sanitation requirements relevant state regulations.
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> accident prevention electrical fault procedures emergency evacuation procedures emergency procedures in case of injury equipment malfunction procedures hand and arm protection safety guards.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2167C Skirt and weigh fellmongered wool

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to skirt and weigh fellmongered wool.
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Application of the Unit

Application of the unit	This unit is applicable to workers skirting fellmongered wool, then sorting and weighing the skirtings.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Skirt pulled fleeces	1.1. Fleeces are skirted in accordance with OH&S and workplace requirements . 1.2. Skirtings are segregated in accordance with classer's instructions. 1.3. Skirtings are stored in accordance with workplace requirements. 1.4. Large skin pieces are sheared, where required. 1.5. Mob separation of fleece wool is maintained. 1.6. Sample fleeces are selected and dried where required.
2. Weigh fleeces	2.1. Fleeces are weighed and results recorded, where required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify all types of wool to be skirted including bellies, legs, coloured wool and stained wool as well as skin and fat pieces
- skirt fleeces in accordance with workplace and wool classer's requirements
- maintain mob separation
- segregate skirtings in accordance with classer's instructions
- select and dry sample of fleeces where part of workplace requirements
- work efficiently in teams and individually
- apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant **communication skills**

Required knowledge

Knowledge of:

- relevant **safety procedures**

REQUIRED SKILLS AND KNOWLEDGE

- wools to be skirted from fleeces
- OH&S and Quality Assurance (QA) requirements for skirting wool
- purpose of skirting and classing
- purpose of storing fleeces in their mobs
- steps in skirting and classing fleece wool
- use of skins and pulled wool
- workplace requirements for skirting wool
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of throughput.

Context of, and specific resources for assessment

Assessment must be conducted in an operating fellmongery plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • personal protective equipment (PPE): <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant regulations.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> • accident prevention • electrical fault procedures • emergency evacuation procedures • emergency procedures in case of injury • equipment malfunction procedures • hand and arm protection.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2168B Operate wool puller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a wool pulling machine in a fellmongering operation.
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Application of the Unit

Application of the unit	Applicable to workers in a fellmongering plant who are operating machinery to pull wool from sweated skins.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate wool puller	1.1. Perform start-up and shut-down procedures. 1.2. Operate wool puller according to work instructions. 1.3. Monitor skins to ensure wool is pulled correctly. 1.4. Operate puller according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including the use of Personal Protective Equipment (PPE). 1.5. Clean and check machinery according to <i>workplace requirements</i> . 1.6. Report processing difficulties to supervisor. 1.7. Monitor wool flow to ensure no bottlenecks.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate machinery according to work instructions
- operate machinery safely
- monitor machine operations
- clean and check machinery
- report defects in machine performance
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- relevant *safety procedures*
- OH&S hazards associated with operating the wool puller
- operating requirements for pulling machine
- QA requirements for skins and pulled wool

REQUIRED SKILLS AND KNOWLEDGE

- cleaning requirements
- relevant OH&S policies and procedures
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of throughput.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating fellmongering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • PPE which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant regulations
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Safety procedures</i> may include:	<ul style="list-style-type: none"> • accident prevention • electrical fault • emergency evacuation • emergency procedures in case of injury • equipment malfunction • hand and arm protection.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2171C Dispose of condemned carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove and dispose of a condemned carcase from a work area.
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Application of the Unit

Application of the unit	This unit is applicable to stock handlers and slaughter floor workers in abattoirs, game processing plants or knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Dispose of condemned <i>carcass</i>	1.1. Condemned carcass is removed from the <i>work area</i> and disposed of in accordance with <i>workplace</i> and <i>regulatory requirements</i> . 1.2. Carcass is handled in accordance with work instructions. 1.3. Carcass is handled in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- dispose of condemned carcass to workplace and regulatory requirements
- handle condemned carcasses in accordance with OH&S, and hygiene and sanitation requirements
- operate manual and mechanical handling equipment safely
- process condemned carcasses to regulatory requirements
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- regulatory requirements covering the processing of condemned carcasses
- safe operation of manual and mechanical handling equipment related to disposing of condemned carcass
- OH&S risks associated with handling condemned carcasses and the preventative measures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating abattoir or knackery.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Carcases include a range of:

- species
- breeds
- sex
- ages

Work areas may include:

- boning room
- slaughter floor
- stockyards.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- federal and state regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

RANGE STATEMENT	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2172C Skin condemned carcass

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the skin or hide of a condemned carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries or game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Skin condemned carcase	1.1. <i>Carcase</i> is skinned in accordance with work instructions and <i>regulatory requirements</i> . 1.2. Carcase is handled in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3. Hide is disposed of in accordance with <i>workplace requirements</i> . 1.4. Carcase is disposed of in accordance with OH&S and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- hoist and skin carcase in accordance with OH&S requirements
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- OH&S requirements related to skinning a condemned carcase
- risks to hide quality through inaccurate skinning cuts

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the speed required in an operating processing plant.

Context of, and specific resources for assessment

Assessment must be conducted in an operating processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Carcases may include a range of:

- species
- conditions
- sex
- ages

Regulatory requirements may include:

- Export Control Act
- federal and state regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2173C Eviscerate condemned carcass

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to eviscerate a condemned carcass and dispose of the viscera correctly.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Eviscerate condemned <i>carcass</i>	1.1. Carcass is eviscerated in accordance with <i>workplace</i> and <i>regulatory requirements</i> . 1.2. Carcass is eviscerated in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3. Viscera are disposed of in accordance with work instructions and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • work effectively as an individual and as part of a team • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • OH&S requirements related to eviscerating a condemned carcass • OH&S risks related to eviscerating a condemned carcass • workplace requirements related to eviscerating a carcass

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at a pace that meets company requirements.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted at an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Carcases</i> may include a range of:	<ul style="list-style-type: none"> • species • conditions • ages • sex
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.

RANGE STATEMENT	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2175C Process paunch

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to empty, clean and prepare the paunch for further processing.
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Application of the Unit

Application of the unit	This unit is applicable to workers in the paunch room at an abattoir or knackery.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open paunch	1.1. Paunch is opened to empty all contents. 1.2. Paunch is opened in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) requirements. 1.3. Paunch is opened to ensure paunch products remain intact.
2. Empty paunch contents	2.1. Paunch is emptied of any contents in accordance with workplace requirements.
3. Clean paunch	3.1. Paunch is cleaned to workplace requirements to prevent cross-contamination. 3.2. Paunch products are washed and packed.
4. Remove relevant parts	4.1. Paunch is trimmed to cutting lines in accordance with work instructions. 4.2. Parts are trimmed of fat as required.
5. Wash paunch	5.1. Paunch is washed in accordance with work instructions. 5.2. Waste is disposed of safely in accordance with work instructions.
6. Work safely in paunch processing area	6.1. Paunch is processed in accordance with OH&S requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • apply OH&S and workplace requirements related to processing of the paunch • follow work instructions to process paunch • use <i>mechanical aids</i> where applicable • report faults in mechanical aids in accordance with workplace requirements • work efficiently in teams and individually • apply relevant <i>regulatory requirements</i>

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- quality requirements and specifications for paunches
- uses of the paunch
- work instructions for the paunch processing area
- relevant regulatory requirements
- OH&S hazards and requirements for paunch processing area

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the usual speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating abattoir or knackery.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards, codes of practice etc.
<i>Mechanical aids</i> may include:	<ul style="list-style-type: none"> various types of paunch emptying and washing machinery
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2176C Process slink by-products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process slinks and package the by-products (e.g. foetal blood).
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Application of the Unit

Application of the unit	This unit is applicable to processing workers who process bovine foetus to recover blood and/or other by-products.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process slink	1.1.Slinks are collected in accordance with <i>workplace requirements</i> .
2. Process slink into <i>by-products</i>	2.1.By-products are separated for further processing according to workplace requirements. 2.2.By-products are processed for storage and packing according to workplace requirements. 2.3.By-products are processed according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> .
3. Package slink by-products	3.1.By-products are packaged for effective storage according to workplace requirements. 3.2.By-products are accurately labelled in preparation for storage or distribution according to customer specifications and workplace requirements. 3.3.By-products are packaged according to OH&S requirements.
4. Store by-products	4.1.By-products are stored effectively to preserve product quality according to workplace requirements. 4.2.By-products are stored according to OH&S requirements.
5. Dispose of slink carcase	5.1.Slink carcase and other wastes are disposed of according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • use vacuum pumps to recover blood (where applicable) • process slink by-products in accordance with workplace requirements and customer specifications • process slink by-products to OH&S requirements • pack and store slink by-products to workplace requirements • work effectively as an individual and as part of a team

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*.

Required knowledge

Knowledge of:

- methods of packaging slink by-products for effective storage to meet workplace requirements and customer specifications
- packaging and labelling requirements for slink by-products to meet customer specifications and workplace requirements
- procedures for processing slink by-products
- storage requirements
- uses of slink by-products
- correct disposal of slink
- OH&S requirements for processing slink
- OH&S hazards related to processing slink by-products
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a slink room in a meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

By-products may include foetal blood plasma.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and writing workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2177C Process pet meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to process and pack pet meat either in an abattoir or knackerery.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackereries and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Examine meat and offal for pet meat	<p>1.1. Meat and <i>offal</i> for pet meat is inspected for <i>abnormalities</i> or defects.</p> <p>1.2. Abnormalities or defects are identified and appropriate action is taken according to <i>workplace requirements</i>.</p> <p>1.3. Infected or affected products are isolated for disposal according to <i>regulatory</i> and workplace requirements.</p>
2. Prepare meat and offal for pet meat	<p>2.1. Meat and offal is prepared for pet consumption or further processing in accordance with regulatory and workplace requirements.</p> <p>2.2. Product is trimmed and processed to meet customer specifications.</p>
3. Package and store pet meat	<p>3.1. Pet meat is packaged in tubs, bins or containers in accordance with regulatory and workplace requirements, and customer specifications.</p> <p>3.2. Pet meat is stored in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- process meat and offal for pet food in accordance with work instructions, regulatory requirements and customer specifications
- process meat and offal for pet food to workplace requirements
- identify abnormalities or defects and take appropriate corrective action
- package and store pet food in accordance with regulatory, customer and workplace requirements
- comply with Occupational Health and Safety (*OH&S*) *requirements* for the processing of pet meat
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- types of meat used for pet meat
- workplace and regulatory requirements related to the processing, packaging and storage of pet meat
- OH&S requirements for the processing of pet meat

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speeds.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Offal may include:

- bones
- brain
- cheek
- chitterlings
- diaphragm
- fat (tallow)
- glands
- heart
- kidney
- liver
- lungs
- small intestines
- stomach
- tail
- tendons
- tongue
- tripe.

Abnormalities or defects may include:

- abscesses
- grass seeds
- parasite damage
- pathological lesions.

Workplace requirements may include:

- disposal of waste products
- enterprise-specific requirements
- OH&S requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • QA requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2178B Skin slinks

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to skin slinks.
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Application of the Unit

Application of the unit	This unit is applicable to workers required to skin slinks as part of a slink processing operation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Skin slink	1.1.Slink is skinned according to the work instructions. 1.2.Slink is skinned safely fulfilling the Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3.Slink skins are removed using correct cutting lines. 1.4.Slink skins are despatched or stored according to <i>workplace requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove skin according to workplace OH&S requirements and work instructions
- maintain a sharp knife
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- store skins according to workplace requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology.

Required knowledge

Knowledge of:

- OH&S requirements for skinning slinks
- storage requirements for slink skins
- cutting lines and Quality Assurance (QA) requirements for slink skins
- work instructions for skinning slinks
- relevant regulatory requirements
- OH&S hazards associated with skinning slinks

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency that meets workplace requirements must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment should be conducted in a meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2179B Process blood

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to collect blood from the slaughter floor, process it using equipment such as a centrifuge to recover blood plasma and package the product.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants where blood is recovered at the point of stick or bleeding and processed to produce by-products such as blood plasma (but excluding blood meal which is dealt with in the unit MTMP3087B Operate blood processing plant).
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Recover and store blood	<p>1.1. Blood is recovered hygienically according to work instructions and relevant Standard Operating Procedures (SOPs).</p> <p>1.2. Blood is recovered safely according to <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>1.3. Blood is stored prior to processing according to workplace requirements.</p>
2. Process blood	<p>2.1. Pre-operational checks on equipment are performed to workplace requirements.</p> <p>2.2. Blood is processed according to workplace requirements for hygiene.</p> <p>2.3. Blood is processed safely according to workplace OH&S policies and procedures.</p>
3. Pack and store blood <i>products</i>	<p>3.1. Blood is packed hygienically according to workplace requirements.</p> <p>3.2. Packaged blood products are stored according to workplace requirements and customer <i>specifications</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- collect and process blood hygienically, safely and in accordance with:
 - relevant *regulatory requirements*
 - SOPs
 - work instructions
 - workplace OH&S requirements
- operate processing equipment in accordance with workplace and manufacturer's requirements
- use relevant workplace *machinery* correctly
- pack and store blood products according to workplace requirements
- apply relevant *mathematical* skills to ensure processing, packaging and storage

REQUIRED SKILLS AND KNOWLEDGE

requirements are met

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- nature and uses of blood products produced
- relevant work instructions and SOPs
- ways of minimising contamination and cross-contamination
- workplace OH&S policies and procedures
- workplace and manufacturer's requirements for operating processing equipment
- OH&S hazards and ways of minimising them
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency in this unit must be demonstrated under normal workplace conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must involve processing one or more blood products.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this Unit of Competency is</p>

EVIDENCE GUIDE**assessment**available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.**Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of

RANGE STATEMENT	
	practice etc.
Product may include:	<ul style="list-style-type: none"> • blood plasma.
Specifications may vary according to:	<ul style="list-style-type: none"> • customer and workplace requirements.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
Machinery may:	<ul style="list-style-type: none"> • be automatic or manual • be set up to include programming automatic machines to specifications.
Mathematical applications may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2181C Overview rendering process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand the rendering process and work safely in the rendering area.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify steps in processing rendered products	1.1. Flow of waste and processed by-product through the plant is identified. 1.2. Major items of equipment such as cookers, presses and mills are identified. 1.3. Major uses of rendered products and customer specifications are explained.
2. Identify OH&S requirements for the rendering area	2.1. Occupational Health and Safety (OH&S) requirements for the rendering area are explained and followed. 2.2. Specific hazards in rendering area are identified and control methods are outlined.
3. Identify workplace requirements for the rendering area	3.1. Hygiene requirements for the rendering area are explained. 3.2. Quality requirements for rendering are identified. 3.3. Control points for rendering are identified in accordance with workplace requirements . 3.4. Procedures associated with control points are identified in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant **regulatory requirements**
- meet the OH&S requirements for working in the rendering area

Required knowledge

Knowledge of:

- environmental hazards associated with rendering products and the appropriate workplace requirements to minimise these
- quality requirements for rendered products

REQUIRED SKILLS AND KNOWLEDGE

- workplace and customer quality requirements for rendered products
- relevant regulatory requirements
- steps in rendering and the process involved
- OH&S requirements for working in the rendering area

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in a rendering plant at a rate that meets workplace requirements.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	This unit is applicable to employees in rendering plants.
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2182C Operate hogger

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a hogger to transport raw materials for rendering operations.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Deliver material to feeder bins	1.1. Material is delivered to feeder bins in accordance with <i>workplace requirements</i> . 1.2. Material is delivered to feeder bins in accordance with Occupational Health and Safety (<i>OH&S requirements</i>) and in particular, in accordance with manual handling requirements. 1.3. Delivery of meat waste is monitored in accordance with workplace requirements. 1.4. Condemned carcasses are dealt with promptly. 1.5. Housekeeping requirements are followed in relation to work area.
2. Operate hogger	2.1. Hogger is operated in accordance with manufacturer's and workplace requirements. 2.2. Hogger is operated in accordance with OH&S requirements. 2.3. Flow of waste material to rendering plant is maintained to keep adequate levels in holding or feeder bins. 2.4. Problems associated with waste or hogger operation are promptly corrected or reported to supervisor. 2.5. Routine maintenance and cleaning is carried out in accordance with workplace requirements.
3. Monitor filling and emptying of raw material receival bins	3.1. Filling and emptying of raw material receival bins is monitored to prevent overfilling and to clear any blockages in drainage in accordance with workplace requirements.
4. Check size reduction equipment	4.1. Size reduction equipment is checked for wear in accordance with workplace requirements.
5. Operate metal detector (wet rendering) or magnet (dry rendering)	5.1. Metal detector and magnet sensitivity is checked regularly. 5.2. Metal detector or magnet is operated in accordance with workplace requirements. 5.3. Metal is removed from magnet or product.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- to operate the hogger in accordance with manufacturer's specifications and workplace requirements
- follow work instructions for the operation of the hogger
- monitor flow of waste
- follow OH&S requirements
- keep area neat and tidy
- monitor machinery gauges where fitted
- undertake routine maintenance and cleaning as specified in work instructions
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- how the hogger works
- maintenance requirements related to the hogger
- OH&S requirements related to the hogger
- reporting procedures for problems related to the hogger
- flow requirements of the by-products processing plant
- waste specifications
- relevant regulatory requirements
- disposal arrangements for condemned carcasses
- emergency switches and shut-down procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2183C Operate blow line

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a blow line to transport raw materials for rendering operations.
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Application of the Unit

Application of the unit	This unit is applicable to rendering plant workers where material is transferred by blow line.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate blow line	1.1. Blow line is operated to ensure raw material moves down blow line. 1.2. Consistency of raw materials is monitored. 1.3. Temperature is monitored. 1.4. Quantity of raw materials in blow tank is monitored.
2. Clean blow line	2.1. Blow line is cleaned regularly in accordance with <i>workplace requirements</i> .
3. Fix blockages	3.1. Blockages are identified and fixed to keep product moving down line.
4. Maintain blow line	4.1. Blow line maintenance is conducted regularly in accordance with workplace requirements.
5. Monitor filling and emptying of raw material receival bins	5.1. Filling and emptying of raw material receival bins is monitored to prevent overfilling. 5.2. Blockages in drainage are cleared in accordance with workplace requirements.
6. Check size reduction equipment	6.1. Size reduction equipment is checked for wear in accordance with workplace requirements.
7. Operate metal detector	7.1. Metal detector or magnet sensitivity is checked regularly. 7.2. Metal detector or magnet is operated in accordance with workplace requirements. 7.3. Metal is removed from magnet or product.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • operate blow line to workplace requirements • monitor blow line operations • monitor product flow • fulfil Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> for the operation of

REQUIRED SKILLS AND KNOWLEDGE

the blow line

- monitor product transported
- work effectively in teams and individually
- apply relevant *regulatory requirements*
- report equipment faults in accordance with workplace requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S requirements of blow line operation
- operation and purpose of the blow line
- relevant regulatory requirements
- OH&S requirements for the operation of the blow line

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal operating conditions for the rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be undertaken in an operating rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2184C Operate meat meal mill

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a meat mill plant including loading, drying and monitoring the quality of the finished meal.
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Application of the Unit

Application of the unit	This unit is applicable to rendering plant workers who operate a meat mill plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate meat meal mill	1.1. Meat meal fed into mill feeder bin is monitored. 1.2. Mill operation is monitored in accordance with <i>workplace requirements</i> . 1.3. Mill operation is monitored in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.4. Housekeeping is maintained for meat meal mill area. 1.5. Quality of meat meal is monitored and problems reported in accordance with workplace requirements. 1.6. Meat meal is produced to workplace requirements and customer specifications. 1.7. Meat meal samples are taken for testing in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate meat meal mill to OH&S requirements
- monitor the operation of the meat meal mill to workplace requirements
- monitor the quality of meat meal
- produce meat meal to workplace requirements and customer specifications
- report equipment faults in accordance with workplace requirements
- carry out routine maintenance on meat meal mill as specified in workplace requirements
- work efficiently in teams and individually
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- defects in meat meal
- meat meal processing
- OH&S hazards of operation of the meat meal mill
- relevant regulatory requirements
- workplace requirements and customer specifications for meat meal

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency has to be demonstrated by operating a meat meal mill at normal production rates.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2185C Operate waste recovery systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to recover material from waste water so that solids are not pumped into waste water systems.
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Application of the Unit

Application of the unit	This unit is applicable to workers employed at abattoirs, rendering plants, independent boning rooms, casing factories and smallgoods plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor waste recovery systems	1.1. System is monitored regularly to ensure solid waste is contained within the system. 1.2. System is monitored to ensure it complies with environmental and <i>workplace requirements</i> . 1.3. Environmental impact of systems failure is identified. 1.4. Corrective action is taken in response to systems failure in accordance with workplace and <i>regulatory requirements</i> .
2. Operate waste recovery systems	2.1. System is operated and monitored according to workplace requirements. 2.2. Material is recovered from waste water according to workplace requirements. 2.3. Material is disposed of in accordance with workplace requirements.
3. Maintain waste recovery systems	3.1. Waste recovery system is maintained in accordance with workplace requirements and manufacturer's specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate waste recovery systems in accordance with workplace requirements
- consistently observe Occupational Health and Safety (*OH&S requirements*)
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- operate mechanised system so that solids are not pumped into the waste system

Required knowledge

Knowledge of:

- environmental and workplace requirements related to the operation of waste

REQUIRED SKILLS AND KNOWLEDGE

recovery systems

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in an operating facility.

Context of, and specific resources for assessment

Assessment must involve demonstrated competency monitoring a functioning waste recovery system.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2186C Pack and despatch rendered products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack and despatch a range of rendered products such as meat meal, blood meal and tallow.
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Application of the Unit

Application of the unit	This unit is applicable to rendering plant workers responsible for packing product either in bulk or in bags for despatch.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Package rendered products	<p>1.1. Rendered <i>products</i> are inspected to <i>workplace requirements</i> prior to packaging.</p> <p>1.2. Rendered products are packaged to workplace requirements using correct packaging procedures and effective storage materials.</p> <p>1.3. Meat meal is packaged in bulk and/or bags, if applicable.</p> <p>1.4. Packaging and labelling is checked in accordance with customer specifications.</p> <p>1.5. Packaged products are palletised where required.</p> <p>1.6. Rendered products are packaged to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p>
2. Despatch rendered products	<p>2.1. Products are labelled accurately, to customer specifications, in preparation for <i>storage</i>, sales or distribution.</p> <p>2.2. Products are transferred to storage areas.</p> <p>2.3. Packaged products are despatched.</p>
3. Check Quality Assurance (QA) aspects of delivery trucks	<p>3.1. QA requirements are identified for trucks leaving the plant.</p> <p>3.2. Environmental and commercial impact of a spill during transportation is identified.</p> <p>3.3. QA check of truck is undertaken according to work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- pack and despatch rendered products according to workplace and OH&S requirements
- label rendered products according to customer specifications and workplace requirements
- despatch rendered products to workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *regulatory requirements*
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- OH&S hazards associated with packing and despatching by-products
- QA requirements for delivery trucks
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in an operating rendering plant.

Context of, and specific resources for assessment

Assessment must be conducted in the workplace.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Products may include:

- blood
- fertiliser
- meat or meat and bone meal
- tallow.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Storage</i> may include:	<ul style="list-style-type: none"> • bulk bin or bagging of dry material • heated bulk tanks for wet material • sterile refrigerated bottles.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • completing workplace documentation • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2187C Break down and bone carcass for pet meat or rendering

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break down and bone a carcass for further processing of the meat for pet meat or rendering.
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Application of the Unit

Application of the unit	This unit is applicable to workers in slaughtering, rendering and knackery plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Break down condemned carcase	<p>1.1. Carcase is broken down in accordance with <i>workplace</i> and <i>regulatory requirements</i>.</p> <p>1.2. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and met.</p>
2. Bone carcase	<p>2.1. Meat is boned to maximise yield.</p> <p>2.2. Meat is boned in accordance with work instructions and regulatory requirements.</p> <p>2.3. OH&S requirements are identified and complied with.</p> <p>2.4. Meat cuts, trimmings and bones are disposed of in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- break down and bone carcase in accordance with work instructions
- trim according to workplace specifications
- comply with OH&S and regulatory requirements
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- regulatory requirements
- requirements for further processing
- OH&S hazards and requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2188C Operate air filtration system

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate, monitor and routinely maintain air filtration systems used at meat processing plants to reduce noxious odour emissions.
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Application of the Unit

Application of the unit	This unit is applicable to those operating and monitoring air filtration systems on air emissions from abattoirs and rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor air filtration system	1.1. System is monitored regularly to ensure odours are contained within the system. 1.2. System is monitored to ensure it complies with environmental and <i>workplace requirements</i> . 1.3. Environmental impact of systems failure is identified. 1.4. Corrective action is taken in response to systems failure in accordance with workplace and <i>regulatory requirements</i> .
2. Operate waste recovery system	2.1. System is operated and monitored in accordance with workplace requirements and manufacturer's specifications.
3. Maintain waste recovery system	3.1. Air filtration system is maintained in accordance with workplace requirements and manufacturer's specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate and maintain the air filtration system in accordance with workplace requirements and manufacturer's specifications
- observe relevant Occupational Health and Safety (*OH&S requirements*)
- work efficiently in teams and individually
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- steps involved in the operation of an air filtration system
- work instructions
- environmental issues associated with air filtration

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• legal implications of defective air filtration• relevant OH&S requirements |
|---|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency needs to be demonstrated under normal operating conditions.

Context of, and specific resources for assessment

Assessment must be conducted utilising an operating air filtration system.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding air pollution • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in AS 5008:2001 Australian Standard for the Hygienic Rendering of Animal Products.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2192B Clean carcass hanging equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clean hanging equipment such as rollers, gambrels, spreaders, shackles and hooks which are either iron or plastic.
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Application of the Unit

Application of the unit	This unit is applicable to those workers cleaning equipment used for hanging carcasses in abattoirs, boning rooms, food services operations, smallgoods plants, knackeries and meat processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Clean <i>carcass hanging equipment</i></p>	<p>1.1. Hanging equipment is rotated through cleaning, rinsing and, where applicable, oiling tanks, in accordance with workplace requirements.</p> <p>1.2. Cleaning chemicals are handled in accordance with manufacturer's specifications and Occupational Health and Safety (<i>OH&S</i>) requirements.</p> <p>1.3. Damaged spreaders etc are identified and dealt with in accordance with <i>workplace requirements</i>.</p> <p>1.4. Level and concentration of cleaning tank is monitored and adjusted to ensure complete sanitising of iron work.</p> <p>1.5. OH&S risks are identified and OH&S procedures are followed.</p> <p>1.6. OH&S requirements related to chemical and manual handling hazards are followed when loading and unloading tanks.</p> <p>1.7. Hoists are used in accordance with manufacturer's specifications, workplace and OH&S requirements.</p>
<p>2. Maintain flow of equipment cleaning process</p>	<p>2.1. Hanging equipment is inspected for damage and when necessary, sent for repair or disposal.</p> <p>2.2. Spreaders, gambles and any other hanging equipment are returned to the slaughter floor promptly.</p> <p>2.3. Spreaders, gambles and any other hanging equipment are processed and handled to avoid damage.</p> <p>2.4. Work area is kept neat and clean with clear segregation of sanitised and non-sanitised iron work.</p> <p>2.5. Difficulties encountered with maintaining the flow through the cleaning process are reported promptly to the supervisor.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

Ability to:

- inspect hanging equipment thoroughly for damage
- apply correct use of *mechanical handling aids* where appropriate
- demonstrate the capacity to clean hanging equipment
- adjust cleaning materials and process to suit the *variety of materials* to be cleaned
- maintain a clean and neat work area
- follow the cleaning procedure for iron work as described in work instructions
- despatch hanging equipment promptly to slaughter floor
- maintain the flow of hanging equipment through the cleaning process
- report damage of hanging equipment requiring repair or disposal either orally or written according to work instructions
- report any difficulties to supervisor
- co-operate and communicate with team members to maintain flow through the cleaning process
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*
- work in a safe manner with due regard to the cleaning chemicals used, manual handling dangers and any other OH&S requirements

Required knowledge

- *cleaning* and sanitising process for hanging equipment
- function of hanging equipment in production
- need for adequate sanitising of the hanging equipment
- need for *oiling* of the iron work (where applicable)
- relevant regulatory requirements
- OH&S requirements for cleaning hanging equipment
- OH&S hazards and precautions of working in this area
- consequences of not returning the hanging equipment promptly to the slaughter floor
- repercussions of faulty or damaged hanging equipment returning to the slaughter floor

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when meeting the normal demands of the processing area.

Context of, and specific resources for assessment

Assessment must be undertaken at an operating meat processing plant.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- workplace demonstration of competency for the assessor
- workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the

EVIDENCE GUIDE	
	work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Carcass hanging equipment</i> to be cleaned may include:</p>	<ul style="list-style-type: none"> • chains • gambrels • hooks • rollers • spreaders.
<p><i>Carcass hanging equipment</i> may be conveyed to and from production areas by:</p>	<ul style="list-style-type: none"> • forklift mesh or metal bins • mechanised chain • wheeled bins.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • specialised PPE for the handling of chemicals • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements for the handling of chemicals • requirements set out in standards, codes of practice etc.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • documentation of chemical use • enterprise-specific requirements • OH&S requirements • Quality Assurance requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<i>Mechanical handling aids</i> may include:	<ul style="list-style-type: none"> • electric hoist • forklift • manual block and chain.
The <i>variety of materials</i> to be cleaned may include steel, plastics, teflon etc.	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements for the handling and storage of chemicals • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
A variety of <i>cleaning</i> and <i>oiling</i> agents may be used.	

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2193B Clean amenities and grounds

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clean areas other than production areas in a meat processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers required to clean the amenities and grounds of a meat processing plant
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean toilets, shower blocks and locker rooms	<p>1.1. Toilets, shower blocks and locker rooms are cleaned in accordance with cleaning schedules, work instruction, and Occupational Health and Safety (OH&S) policies and procedures.</p> <p>1.2. Cleaning chemicals are used in accordance with manufacturer and <i>workplace requirements</i>.</p> <p>1.3. Specific areas requiring attention are identified.</p> <p>1.4. Post-cleaning monitoring is undertaken.</p>
2. Clean canteens and eating areas	<p>2.1. Eating areas are cleaned in accordance with cleaning schedule, work instructions and <i>OHS requirements</i>.</p> <p>2.2. Cleaning chemicals are used in accordance with workplace and manufacturer's requirements.</p>
3. Clean grounds	<p>3.1. Types of waste and rubbish to be cleared are identified.</p> <p>3.2. Waste disposal arrangements for different types of waste are identified and followed.</p> <p>3.3. Grounds are cleaned according to direction or relevant work instructions.</p> <p>3.4. Chemicals such as herbicides are used in accordance with workplace and manufacturer's requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and cite relevant materials safety data sheets
- use chemicals according to workplace and manufacturer's requirements
- clean according to schedules
- dispose of waste correctly
- work efficiently in teams and individually
- follow OH&S policies and procedures
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation,

REQUIRED SKILLS AND KNOWLEDGE

feedback from others, or in response to changed work practices or technology

- use relevant *communication skills*

Required knowledge

Knowledge of:

- monitoring of cleaned areas
- cleaning schedules for the range of areas
- waste disposal requirements
- importance of cleaning properly
- relevant regulatory requirements
- types of contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal rate of production.

Context of, and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act environmental protection standards, controls and protocols federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP2196C Overview cleaning program

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to gain an overview of cleaning programs that are carried out in the workplace. The cleaning programs detail the general cleaning of the workplace using detergents and sanitisers. This cleaning is usually performed after the product has been removed from the work area.
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Application of the Unit

Application of the unit	This unit is applicable to cleaning in abattoirs, boning rooms, smallgoods and food services plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Transfer waste materials	<p>1.1. Different types of waste materials are identified.</p> <p>1.2. Workplace requirements for transferring waste materials to designated storage area are explained.</p>
2. Clean <i>site</i>	<p>2.1. Steps in a cleaning schedule are identified.</p> <p>2.2. Workplace and regulatory requirements related to cleaning the workplace are identified and explained.</p> <p>2.3. Health, hygiene and sanitation hazards are identified and reported according to workplace and Occupational Health and Safety (OH&S requirements).</p> <p>2.4. Housekeeping tasks are identified according to workplace and OH&S requirements.</p> <p>2.5. Appropriate cleaning equipment is identified.</p> <p>2.6. Workplace and regulatory requirements related to post-cleaning monitoring are identified.</p>
3. Use chemicals correctly	<p>3.1. Chemicals used in the workplace are identified.</p> <p>3.2. Material Safety Data Sheets (MSDS) for the chemicals and their contents are cited.</p> <p>3.3. OH&S precautions for the use, handling and storage of chemicals are explained according to manufacturer's specifications and workplace requirements.</p> <p>3.4. Chemicals are handled in accordance with OH&S requirements and manufacturer's instructions at all times.</p> <p>3.5. Chemicals are stored according to OH&S, manufacturer's and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify and follow a cleaning schedule

REQUIRED SKILLS AND KNOWLEDGE

- correctly use cleaning chemicals for the work site and conditions
- correctly transfer waste materials to workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- steps in a cleaning program
- OH&S requirements for cleaning with chemicals
- common hazards and the importance of maintaining a sanitary work environment
- importance of correct waste disposal
- importance of cleaning the whole work area when product has been removed
- importance of following a cleaning schedule
- purpose and action of detergents and sanitisers
- workplace requirements relevant to cleaning
- equipment used to transfer waste
- factors inhibiting achieving adequate standards of cleanliness
- waste materials for transfer and explain waste transfer requirements and conditions
- housekeeping tasks to be completed according to workplace procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated for specific plant cleaning programs.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace for established cleaning programs.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality Or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Sites to be cleaned may include:

- ceilings
- chutes
- drains
- equipment
- floors
- machinery
- shields
- trays
- walls
- work surfaces.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- regulations relating to the use, storage and disposal of chemicals
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	for Human Consumption <ul style="list-style-type: none"> • state regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Cleaning equipment</i> may include:	<ul style="list-style-type: none"> • brooms • chemical foamers • hot or cold hoses and industrial hoses • industrial vacuum cleaners • scrub-down equipment.
<i>Chemicals</i> may include:	<ul style="list-style-type: none"> • cleaning fluids • detergents • fumigation compounds • sanitisers.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting relevant workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2197C Clean after operations - boning room

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clean and sanitise a boning room. It deals with the skills and knowledge required to operate, strip down and clean all the mechanical aids in the boning room (e.g. packing machinery, conveyors, elevators, scales, recording and labelling machines). It also involves the operation of high pressure cleaning equipment and the use of approved cleaning chemicals in the plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers cleaning boning rooms after production has finished. The boning rooms may be attached to abattoirs or in smallgoods plants or part of food services, game processing or wholesaling operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean boning room	<p>1.1. Boning room is cleaned in accordance with cleaning schedule and work instructions.</p> <p>1.2. Cleaning procedures are undertaken to minimise condensation.</p> <p>1.3. Cleaning chemicals are used in accordance with manufacturer's specifications and Occupational Health and Safety (<i>OH&S</i>) requirements.</p> <p>1.4. Major areas of contamination are identified.</p> <p>1.5. Cleaning procedures meet pre-operational hygiene requirements.</p> <p>1.6. Surfaces are left free of excess moisture.</p>
2. Clean boning room machinery	<p>2.1. Machinery is isolated in accordance with workplace requirements.</p> <p>2.2. Boning room packing machinery is cleaned in accordance with workplace requirements and manufacturer specifications.</p> <p>2.3. Conveyers and elevators are isolated and cleaned.</p> <p>2.4. Electronic scales, recording and labelling machines are cleaned in accordance with workplace requirements and manufacturer's specifications.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- clean boning room in accordance with workplace requirements
- clean boning room machinery in accordance with workplace requirements
- work effectively as an individual and as part of a team
- observe OH&S requirements for cleaning the boning room
- identify and apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant **communication skills**

REQUIRED SKILLS AND KNOWLEDGE

- monitor program for boning room hygiene and sanitation including surface swabbing and pre-operational checks

Required knowledge

Knowledge of:

- importance of drying, and of avoiding condensation in boning rooms
- cleaning schedule for the boning room
- major sources and locations of contamination in the boning room
- specific cleaning programs and OH&S requirements for boning room machinery and conveyor systems

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated during normal cleaning operations.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • debriefs • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice • tenderisers.

RANGE STATEMENT	
Types of <i>machinery</i> may include:	<ul style="list-style-type: none"> • mincers • sausage makers
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Conveyers</i> include:	<ul style="list-style-type: none"> • roller and/or • conveyor systems.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption'.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP2198C Clean after operations - slaughter floor

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clean and sanitise a slaughter floor after operations. It deals with the skills and knowledge required to operate, strip down and clean all the mechanical aids on the slaughter floor (e.g. knocking or stunning equipment, hoists, rails, chutes, bins, viscera tables). It also includes the operation of high pressure cleaning equipment and the use of approved cleaning chemicals in the plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackereries and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean slaughter floor	1.1.Slaughter floor is cleaned in accordance with cleaning schedule and work instructions. 1.2.Cleaning chemicals are used according to manufacturer's specifications and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3.Post-cleaning monitoring is undertaken in accordance with <i>workplace requirements</i> . 1.4.Slaughter floor cleaning is conducted to OH&S requirements. 1.5.Specific areas of contamination risk for product are identified and cleaned according to workplace requirements.
2. Clean , <i>equipment and fittings</i>	2.1.Knocking or stunning area is cleaned and equipment isolated and/or immobilised. 2.2.Equipment is tagged out and immobilised during cleaning. 2.3.Machinery is isolated, stripped down, cleaned and sanitised according to work instructions. 2.4.Cleaned areas are checked according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify significant areas of contamination on slaughter floor
- clean slaughter floor effectively in accordance with cleaning program
- clean slaughter floor equipment in accordance with work instructions and OH&S requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- implications for production if slaughter floor fails to meet pre-operational check requirements
- cleaning schedule for slaughter floor
- hygiene and sanitation monitoring program for slaughter floor
- relevant regulatory requirements
- significant areas of contamination on slaughter floor
- specific OH&S risks associated with cleaning machinery on slaughter floor

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated throughout the process area and in cleaning all items of equipment.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an abattoir under normal working conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration of competency for the assessor • workplace referee or third party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be</p>

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Equipment</i> and fittings may include:	<ul style="list-style-type: none"> • knocking boxes • stunners • hoists • rails • pneumatic cutters • restrainers • rise and fall platforms • breaking saws • chutes and bins • viscera tables.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • hygiene and sanitation requirements • relevant regulations • regulations relating to the storage, use and disposal of chemicals • requirements set out in the AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2201C Transport food

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to transport food. It relates to the transportation of food where the transport operator has physical contact with food.
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Application of the Unit

Application of the unit	This unit is applicable to the transport of meat products by truck.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to transport <i>food</i>	1.1. Vehicles and containers or receptacles used to transport food are inspected and are appropriate for use. 1.2. Vehicles and containers or receptacles used to transport food are prepared for use. 1.3. Food is loaded and secured as required, according to product requirements and <i>workplace</i> and <i>regulatory requirements</i> .
2. Transport food	2.1. Food safety hazards are monitored and controlled as required by the food safety program to ensure that food safety is maintained during transport. 2.2. Where food safety control requirements are not met, non-conformance is promptly reported and corrective action is taken. 2.3. Food is unloaded as required according to product requirements and workplace procedures. 2.4. Food safety information is recorded to meet the requirements of the food safety program.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare to transport food, such as:
 - confirming that food holding containers or receptacles meet workplace hygiene standards
 - confirming that equipment used to maintain the required environment during transport is ready for use
 - food parameters (e.g. temperature, loading and unloading areas, and containers and receptacles) are met prior to loading, transporting and unloading
- confirm vehicle and associated equipment are ready to transport food
- load and unload food as required by work responsibility by following procedures to ensure that food is loaded and unloaded in correct sequence and configuration and that food cannot become contaminated by being located in proximity to other food

REQUIRED SKILLS AND KNOWLEDGE

or non-food items

- maintain work area and vehicles in a tidy state to meet workplace requirements
- transport food safely
- work effectively as an individual and as part of a team
- observe relevant Occupational Health and Safety (*OH&S*) *requirements*
- locate and follow workplace information relating to food safety responsibilities
- identify and implement the methods and procedures used to control food safety hazards
- monitor food safety hazards as required by workplace requirements
- record results of monitoring and maintain records as required by the food safety program
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- report non-conformance and/or unusual circumstances which could affect food safety
- take appropriate corrective action in response to failure to meet food safety requirements as required by workplace procedures
- undertake record-keeping responsibilities relating to food safety
- use relevant *communication skills*
- use work instructions to find advice on food safety responsibilities relating to own work

Required knowledge

Knowledge of:

- characteristics of food transported as they affect loading and handling of food and the potential for cross-contamination resulting from location in proximity to other food or non-food items that are transported
- procedures and responsibilities for food safety relating to own work
- non-conformance and/or unusual circumstances which could affect food safety
- microbiological, physical and chemical hazards that can occur when loading, transporting and unloading food, including the types of hazards likely to occur, the conditions under which they occur and possible consequences
- environmental conditions necessary to maintain food safety
- methods and procedures used to control food safety hazards

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated utilising trucks usually used for delivery.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal despatch and delivery conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Food may include:

- carcass meat
- carton meat
- portion control product
- smallgoods.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- requirements set out in AS EN 1244.2:2003 Australian Standard - Animal Tissues and their Derivatives Utilised in the Manufacture of Medical Devices - Controls on Sourcing, Collecting and Handling
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding product temperatures

RANGE STATEMENT	
	<ul style="list-style-type: none"> state and territory regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> completing workplace documentation listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3001C Knock and stun animal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the humane, effective and hygienic stunning of animals.
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Application of the Unit

Application of the unit	This unit is applicable to abattoir and knackery operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Restrain animal	1.1. Animal is restrained humanely and safely in appropriate position in accordance with <i>Animal Welfare Code of Practice</i> . 1.2. Animal is restrained in correct position for stunning as required. 1.3. Animal is restrained with appropriate <i>restraining equipment</i> .
2. Operate stunning equipment	2.1. Stunning equipment is operated in accordance with <i>workplace and regulatory requirements</i> . 2.2. Stunning equipment and facilities are maintained in effective working order. 2.3. Stunning equipment is operated humanely in accordance with the Animal Welfare Code of Practice.
3. Stun the animal	3.1. Animal is stunned in accordance with Animal Welfare Code of Practice. 3.2. Animal is stunned to workplace and <i>Occupational Health and Safety (OH&S) requirements</i> . 3.3. Stun is checked, where part of work instructions, and corrective action is taken when effective stun is not achieved.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • restrain animal effectively and safely, with minimum stress to the animal • stun animal effectively in accordance with OH&S, workplace and regulatory requirements • correctly use <i>measuring equipment</i> for voltage and/or gas levels • demonstrate procedures if stun is not effective • check, operate and maintain stunning equipment according to workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *communication* and *mathematical skills*
- report equipment faults according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- alternative *methods of stunning*
- animal welfare requirements including importing country requirements where appropriate
- purpose of stunning animal
- risks of potential contamination and cross-contamination during stunning
- OH&S consequences of not achieving an effective stun
- impact of ineffective restraining and stunning on product quality
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speed with a range of types of stock.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be performed in an operating abattoir or knackery.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Animal welfare requirements may include:

- Animal Welfare Standard
- enterprise ethical standards
- European Union (EU) and other importing country animal welfare regulations
- state legislation.

Restraining equipment may include:

- catching enclosure
- double rail restrainer
- knocking (stunning) box
- 'V' belt conveyer.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat

RANGE STATEMENT	
	processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Measuring equipment</i> for voltage and gas levels may be:	<ul style="list-style-type: none"> • digital • analogue.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • interpreting the needs of internal and external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • include calculation, checking and calibrating equipment • measurements relating to time, gas levels and time voltage ratios • recording malfunctions using maths symbols, figures and abbreviations.
<i>Methods of stunning</i> may include:	<ul style="list-style-type: none"> • captive bolt stunner • electric stunner

RANGE STATEMENT	
	• gas chamber.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3002C Stick and bleed animal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the humane, effective and hygienic bleeding of animals.
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Application of the Unit

Application of the unit	This unit is applicable to workers in registered slaughtering establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Stick and bleed</i> the animal	1.1. Major blood vessels, trachea and/or oesophagus are accurately located and identified. 1.2. Knife is used to sever the major blood vessels safely and hygienically to <i>workplace requirements</i> . 1.3. Animal is stuck in manner to avoid undue and unnecessary suffering to the animal in accordance with <i>animal welfare requirements</i> . 1.4. Incision is made exposing the trachea or oesophagus in accordance with animal welfare, <i>regulatory</i> and workplace requirements, where part of work instruction. 1.5. Sticking procedures are conducted to minimise risk of contamination to the carcass and to maintain product quality. 1.6. Threats of contamination and cross-contamination in the sticking process are identified and explained. 1.7. Animal is <i>bled in a fast and complete process</i> to avoid undue suffering. 1.8. Carcass is bled in accordance with workplace and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate effective sticking of animal in accordance with *Occupational Health and Safety (OH&S)* and workplace requirements
- maintain, clean and handle knives safely and hygienically
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- *religious requirements*, where relevant
- animal welfare considerations and animal welfare requirements
- consequences of an incomplete bleed for the quality of the product
- purpose of sticking
- purpose of a fast and complete bleed
- anatomical structures relevant to sticking, including variations between *species*
- relevant regulatory requirements
- potential causes of contamination and cross-contamination
- requirements of the Animal Welfare Code of Practice and enterprise ethical standards relating to the bleeding of animals

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered slaughtering establishment under normal production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Stick and bleed process employed may vary.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Animal welfare requirements may include:

- Animal Welfare Code of Practice
- Enterprise ethical standards
- European Union (EU) and other importing country animal welfare requirements.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Fast and complete bleeding may

- avoiding contamination of the carcass

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • avoiding damage to the carcass • making correct incisions • sterilisation techniques.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Religious requirements</i> may include:	<ul style="list-style-type: none"> • Halal • Kosher.
<i>Species</i> may include:	<ul style="list-style-type: none"> • cattle • deer • goats • pigs • sheep.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3003A Handle animals humanely while conducting ante-mortem inspection

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the safe and humane handling of animals prior to slaughter.
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Application of the Unit

Application of the unit	This unit is for workers who are employed to undertake ante-mortem inspection or who assist those undertaking ante-mortem inspection. Such inspection may occur in a slaughtering establishment or saleyard, up to and including the knocking box.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify animal species and breeds, and their behavioural characteristics	<p>1.1. Common breeds are identified.</p> <p>1.2. Normal behavioural characteristics of relevant species are identified.</p>
2. Identify and comply with animal welfare requirements for stock handling and lairage facilities	<p>2.1. Animal welfare regulatory requirements are identified and complied with.</p> <p>2.2. <i>Workplace</i> and <i>regulatory requirements</i> for lairage are identified and confirmed as suitable for use.</p> <p>2.3. Facilities and equipment are identified and confirmed as suitable for use.</p>
3. Handle animals to achieve objective or outcome required	<p>3.1. Animals are moved and 'processed' (e.g. for ante-mortem inspection) and sorted as required by workplace and regulatory standards.</p> <p>3.2. <i>Occupational Health and Safety (OH&S) requirements</i> for handling animals are identified and complied with.</p> <p>3.3. Animals are handled appropriately to prevent injury, minimise stress and maintain the quality of hides or pelts.</p>
4. Handle <i>contingencies</i>	<p>4.1. Suspect sick or injured stock are handled in accordance with workplace and regulatory requirements.</p> <p>4.2. Wild or uncooperative animals are handled humanely without disturbing or injuring other animals or people.</p>
5. Deal with affected animals appropriately	<p>5.1. Affected animals are treated in accordance with regulatory, workplace and OH&S requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- take steps to minimise stress and injury to stock during handling procedures

REQUIRED SKILLS AND KNOWLEDGE

- handle animals humanely during ante-mortem inspection
- handle sick and injured animals in accordance with workplace and regulatory requirements
- apply emergency procedures as required
- work effectively as an individual and as part of a team
- use effective interpersonal skills in a range of contexts, including stressful situations
- comply with OH&S requirements for handling stock
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- methods to handle livestock in a calm and stress-free manner
- impact of stress during handling on the ultimate pH and quality of meat
- impact of poor handling
- OH&S requirements for handling stock
- regulatory and workplace requirements for animal welfare
- documentation required for ante-mortem inspection
- regulatory requirements when dealing with animals affected by common and exotic or notifiable diseases
- procedures for dealing with animal-handling emergencies

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must demonstrate compliance with:</p> <ul style="list-style-type: none"> • animal welfare legislation • Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulation • company procedures • any specific company requirements.
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in a stockyard or lairage under real working conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Workplace requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p>OH&S requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Contingencies</i> may include:	<ul style="list-style-type: none"> • livestock of various temperaments, from very tame to wild, which are unused to human contact or any handling procedures.
<i>Communication skills</i> may include	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3006C Rod weasand

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to rod the weasand.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment	<p>1.1. Equipment and materials are checked and prepared for processing.</p> <p>1.2. Equipment is cleaned to <i>workplace requirements</i>.</p>
2. Rod weasand	<p>2.1. Sources of contamination and cross-contamination are identified.</p> <p>2.2. Weasand is rodded in accordance with <i>Occupational Health and Safety (OH&S)</i> and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- rod the weasand to workplace requirements
- comply with OH&S requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- anatomy relevant to rodding weasand
- OH&S requirements for rodding weasand
- potential for contamination and cross-contamination
- purpose of rodding the weasand
- ways of minimising contamination and cross-contamination
- work instructions for rodding the weasand
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be performed in an operating abattoir or knackery.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3007C Seal weasand

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to seal the weasand.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where the work instruction requires the use of knives)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment and materials	1.1. Equipment and supplies of materials are arranged in preparation for the procedure according to workplace standards. 1.2. Equipment and materials are cleaned to workplace requirements . 1.3. Adequate stores of consumables are assembled prior to commencement of work.
2. Seal weasand	2.1. Weasand is accurately located. 2.2. Weasand is sealed in accordance with workplace requirements. 2.3. Sources of contamination and cross-contamination are identified and contamination is minimised. 2.4. Occupational Health and Safety (OH&S) requirements are identified and met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- select and prepare appropriate equipment according to workplace requirements
- report equipment faults according to workplace requirements
- seal weasand according to work instruction
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- apply relevant **regulatory requirements**
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- anatomy relevant to sealing weasand
- importance of correctly sealing weasand

REQUIRED SKILLS AND KNOWLEDGE

- *methods used for sealing weasand*
- potential for contamination and cross-contamination
- work instructions
- OH&S requirements
- equipment required
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Equipment for sealing may include:

- bands
- clips
- cones
- rings
- rods
- string.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Methods used for sealing weasand</i> may include:	<ul style="list-style-type: none"> • elastrator ring • knot • plastic clip • sealing cone • string tie.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3008C Ring bung

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to open the hide/pelt from around the bung and free the bung.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Ring bung	<p>1.1. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and met.</p> <p>1.2. Sources of contamination and cross-contamination are identified and contamination is minimised.</p> <p>1.3. Hide is removed from around the anus and tail area in accordance with work instructions.</p> <p>1.4. Anus and vulva (bung) are cut in accordance with work instructions.</p> <p>1.5. Tissue around anus and vulva is severed and anus and vulva are freed with minimal damage.</p> <p>1.6. Dags are trimmed from around anus in accordance with work instructions, and hygiene and sanitation requirements, where this forms part of the work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove hide cleanly from around the bung and without damage, according to *workplace requirements*
- free the bung with minimal damage and contamination
- cut the bung to workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and workplace requirements
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- purpose of ringing the bung
- work instruction for ringing the bung

REQUIRED SKILLS AND KNOWLEDGE

- consequences of incorrectly performing this procedure
- relevant regulatory and workplace requirements
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must be carried out in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3009C Seal bung

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually, or with the aid of a machine, seal the bung.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>equipment</i> and materials	<p>1.1. Materials are selected and prepared for the procedure according to workplace standards.</p> <p>1.2. Equipment and materials are cleaned to <i>workplace requirements</i>.</p> <p>1.3. Machinery or equipment, if used, is checked and maintained in accordance with workplace requirements.</p>
2. <i>Seal</i> the bung	<p>2.1. Purpose and importance of sealing the bung is explained.</p> <p>2.2. Bung is sealed in accordance with workplace requirements.</p> <p>2.3. Sources of contamination and cross-contamination are identified and contamination minimised.</p> <p>2.4. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and met.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- seal bung to workplace standards
- apply relevant *regulatory requirements*
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- anatomy relevant to sealing the bung and the importance of correctly sealing the bung
- work instructions and OH&S requirements
- potential for contamination and cross-contamination

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• relevant regulatory requirements |
|--|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must be conducted in an operating processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Equipment</i> for sealing may include:	<ul style="list-style-type: none"> • bands • bung bagging machines • clips • cones • rings • rods • string.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Sealing</i> techniques may include:	<ul style="list-style-type: none"> • bags • elastrator ring • knot • plastic clip • string tie.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3010A Split carcase

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to split the carcase.
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Application of the Unit

Application of the unit	This unit is applicable to those whose duties include splitting a carcase either manually or using a mechanical saw.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean and prepare equipment	<p>1.1. Equipment is sterilised and checked to ensure it is in operational order according to <i>workplace</i> and <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.2. Saw is cleaned and maintained according to work instructions.</p>
2. Operate saw	<p>2.1. Saw is used to split carcase according to customer specifications and workplace requirements.</p> <p>2.2. Carcase is split according to OH&S requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- split carcasses accurately and in accordance with workplace and OH&S requirements
- work effectively as an individual and as part of a team
- perform routine cleaning and maintenance as specified in the work instructions
- take action to improve own work performance as a result of self-evaluation, feedback from others, in response to changed work practices or technology
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- routine maintenance that forms part of the work instructions for splitting the carcase
- operation of the carcase splitting saw (where applicable)
- problems caused by soft siding carcasses
- relevant work instructions and Standard Operating Procedures (SOPs)
- OH&S requirements for operating, cleaning and maintaining the saw
- *regulatory requirements*
- sources of contamination and cross-contamination for carcase splitting

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in accordance with workplace requirements.</p> <p>Carcasses must be split accurately with no soft siding.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed at the normal speed of production and over a period of time.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be</p>

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3011C Overview legging operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand the legging operation. This unit cannot be undertaken on its own.
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Application of the Unit

Application of the unit	This unit is applicable to workers removing the hide or pelt of animal from the rear legs in large and small stock.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Explain legging operation	<p>1.1.Elements of legging operation are identified and explained.</p> <p>1.2.Sources of <i>contamination</i> and cross-contamination are identified and explained.</p> <p>1.3.Specific hygiene and sanitation requirements for legging are identified.</p> <p>1.4.Product or hide defects resulting from inaccurate cuts are identified.</p> <p>1.5.Specific Occupational Health and Safety (OH&S) risks associated with the legging area are identified.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare and maintain equipment required during legging operation
- report *equipment* faults according to workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- legging process
- use and importance of the spear cut during legging operations
- possible product or hide defects caused in legging operations
- consequences to product or hide of inaccurate opening cuts
- regulatory or importing country requirements
- relevant regulatory and workplace requirements
- sources of contamination and cross-contamination of product during legging process

REQUIRED SKILLS AND KNOWLEDGE

- equipment used in logging and explain its purpose and care
- specific *OH&S requirements* in the logging area

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>This unit must be undertaken with another legging unit and cannot be assessed in isolation.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must involve the understanding of workplace work instructions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace project. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- excreta
- hair
- roll back
- spillage.

Equipment may include:

- cleaver
- hock cutter
- knife.

Communication skills may include:

- listening and understanding
- sharing information
- speaking clearly and directly
- working with diverse individuals and groups.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	any other legging unit	

Competency field

Competency field	
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MTMP3012C Make first leg opening cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform first leg opening cuts and to remove udders, pizzles and testicles of cattle, buffalo, deer, camels and horses.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3011C	Overview legging operation

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Make first leg cuts	1.1.Strip of hide is removed along the hock of the first leg in accordance with work instructions. 1.2.Hide is opened down the inside of the first leg with minimum <i>contamination</i> in accordance with work instructions. 1.3.Compliance with <i>Occupational Health and Safety (OH&S) requirements</i> for the legging area is maintained. 1.4.Udders are completely removed from lactating females leaving supramammary lymph nodes in accordance with work instructions. 1.5.Pizzles and testicles are removed in males in accordance with work instructions. 1.6.Hands are washed and knives sterilised before and after trimming. 1.7.Milk spillage or any other contamination is trimmed and waste disposed of in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- cut the leg so that all cuts through the hide are directed outwards (spear cut)
- complete first leg opening cuts in accordance with work instructions
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- methods used to achieve a hide with good shape and consistency
- *equipment* sterilisation requirements
- consequences of cutting the hide muscle structure and surfaces
- sources of contamination and cross-contamination
- relevant anatomy of the species processed

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted on a slaughter floor or processing floor of a registered meat plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- excreta
- hair
- roll back
- spillage.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • cleavers • knives • hock cutters.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP3013C Make second leg opening cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform second leg opening cuts on the hind leg of cattle, buffalo, camels, horses and deer.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3011C	Overview legging operation

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Make second leg cuts	1.1.Strip of hide is removed along the hock of the second leg in accordance with work instructions. 1.2.Hide is opened down the inside of the second leg with minimum <i>contamination</i> in accordance with work instructions. 1.3. <i>OH&S requirements</i> for the legging area are identified and complied with. 1.4.Hands are washed and knives sterilised before and after trimming. 1.5.Contamination is trimmed and waste disposed of in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate methods used to achieve a hide with good shape and consistency
- dispose of any trimmings in accordance with work instructions
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- anatomical features of livestock relevant to second leg opening cuts
- second leg operations and work instructions
- *equipment* sterilisation requirements
- enterprise quality requirements for hides
- relevant regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed over a period of time.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment has to be conducted in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- excreta
- hair
- spillage.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Communication skills may

- listening and understanding

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> speaking clearly and directly sharing information working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> Export Control Act relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements hygiene and sanitation requirements OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements. work instructions.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> hock cutters cleavers knives.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3014C Perform legging on small stock

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform hind legging operations on small stock such as sheep and goats.
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Application of the Unit

Application of the unit	This unit is applicable to those performing legging on the hind legs of small stock.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3011C	Overview legging operation

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open the pelt	<p>1.1. Pelt is opened down the inside of the hind leg from the hock to the pit area in accordance with work instructions.</p> <p>1.2. Pelt is opened applying the technique of cuts aimed outwards to minimise damage to tissue or pelt in accordance with work instructions.</p>
2. Remove udders, testicles and pizzles	<p>2.1. Pelt is opened between the tail and the cod or udder area, and pizzle and testicles or udder are removed with zero spillage in accordance with work instructions.</p>
3. Remove the pelt	<p>3.1. Pelt from the outside of the leg is removed down to the flank maintaining minimal damage to pelt or tissue in accordance with work instructions.</p> <p>3.2. Hock is removed in accordance with workplace procedures and related equipment is sterilised to avoid cross-contamination, where this forms part of the work instruction.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform legging cuts in accordance with work instructions
- direct all cuts through the pelt outwards (spear cuts)
- achieve a hide with good shape and consistency using appropriate methods
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- comply with Occupational Health and Safety (*OH&S requirements*) for the legging area
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- *equipment* sterilisation requirements
- methods used to avoid *contamination*
- impact of damage to the carcase on product quality
- consequences of cutting the muscle structure and surfaces
- relevant regulatory and workplace requirements
- OH&S requirements for the legging area
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal production speed.

Context of, and specific resources for assessment

Assessment must be conducted in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and

RANGE STATEMENT	
	<p>programs</p> <ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • air knife • hand knife • hide puller • rise and fall platform.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • chain fall out • contents of intestines • dust • excreta • hair • water.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3015A Bone neck

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bone a neck. This task is usually, but not necessarily, performed on the slaughter floor.
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Application of the Unit

Application of the unit	This unit is applicable to workers boning necks on a slaughter floor or in a boning room, smallgoods plant or retail butchery.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Bone neck	1.1. Neck meat to be boned is identified. 1.2. Defects and contaminants are identified and trimmed in accordance with work instructions. 1.3. Neck is boned in accordance with work instructions. 1.4. Neck is boned to maximise yield. 1.5. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and complied with.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • identify relevant anatomical structure of the neck and neck area • identify neck meat to be recovered • bone neck in accordance with work instructions to maximise yield • comply with OH&S requirements • to work effectively as an individual and as part of a team • apply relevant <i>workplace</i> and <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • techniques required to maximise yield • potential sources of contamination and cross-contamination • relevant workplace and regulatory requirements • specific OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at chain speed and over a period of time.

Context of, and specific resources for assessment

Assessment must be conducted in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3016B Perform 'Y' cut

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform the 'Y' cut on sheep and goat slaughter floors.
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Application of the Unit

Application of the unit	This unit is applicable to those performing 'Y' cuts on sheep and goat slaughter floors.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open the pelt on forelegs	<p>1.1. Pelt is opened on both forelegs in accordance with <i>workplace requirements</i>.</p> <p>1.2. Pelt is opened in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Open the pelt	<p>2.1. Pelt is opened on the neck and brisket in accordance with workplace requirements to avoid the risks of damage and <i>contamination</i> to the carcass.</p> <p>2.2. Pelt is opened on the neck and brisket following OH&S requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate correct cutting lines
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant OH&S, *regulatory* and workplace requirements
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- *equipment* sterilisation requirements
- general economic impact of nicked, soiled or damaged hide or pelt and scored meat
- relevant work instructions for opening the foreleg and the brisket area
- relevant OH&S, regulatory and workplace requirements
- general anatomy of carcass relevant to the task

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions at the usual speed of production and according to workplace requirements.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in an operating meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • excreta • hair • roll back • spillage.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • cleaver • hock cutter • knife.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3017A Skin head

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually remove the hide or pelt from a head.
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Application of the Unit

Application of the unit	This unit is applicable to workers on slaughter floors, in game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove hide or pelt from head	1.1. Hide is removed from head in accordance with <i>workplace requirements</i> . 1.2. Hide is removed from head leaving underlying muscle undamaged. 1.3. Hide is removed from head in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.4. Sources of contamination and cross-contamination are identified and managed according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use sterilisation techniques required prior to and during the skinning of the head
- skin the head to workplace requirements
- work cleanly and to avoid the risks of contamination of the head and carcass
- work effectively as an individual and as part of a team
- use communication techniques appropriate to the task
- keep work area clean and tidy
- dispose of hide or pelt in accordance with work instructions
- identify sources of contamination and cross-contamination and rectify accordingly
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- workplace requirements for removing hide from head
- consequences of incorrectly removing hide from head
- use of head meat
- relevant *regulatory requirements*.
- OH&S requirements related to removing hide from head

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed for the meat processing plant.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations relevant Australian Standards requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3021C Explain opening cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to explain the opening cut process, and to identify sources of contamination and the risks to hides, pelts and product.
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Application of the Unit

Application of the unit	This unit is applicable to workers making opening cuts in hides or pelts on a slaughter floor, in a knackery or in a game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3043B	Operate air knife

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Explain opening cuts	<p>1.1. Steps involved in opening carcase hide or pelt are identified in accordance with work instructions.</p> <p>1.2. Sources of <i>contamination</i> and cross-contamination are identified in accordance with hygiene and sanitation policies.</p> <p>1.3. <i>Hygiene and sanitation requirements</i> are identified.</p> <p>1.4. Purpose of spear cuts is explained.</p> <p>1.5. Quality implications of defective opening cuts for product and hide or pelt are identified and explained.</p> <p>1.6. <i>Occupational Health and Safety (OH&S) requirements</i> associated with opening hides or pelts are identified and met.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *workplace requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- *equipment* sterilisation requirements
- economic impact for the enterprise of nicked, soiled or damaged hides or pelts and scored meat
- hygiene, sanitation and OH&S requirements
- possible sources of contamination and cross-contamination during opening cut process
- relevant work instructions
- process of opening hide prior to removal

REQUIRED SKILLS AND KNOWLEDGE

- use of spear cuts in opening cuts
- relevant workplace requirements
- implications of poor opening cuts on product or hide quality
- *regulatory* or importing country requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal production conditions and at the normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- chain fall out
- contents of intestines
- dust
- excreta
- hair
- water.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh apron
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • air knife • hand knife • hide puller • rise and fall platform.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	another opening cut unit	

Competency field

Competency field	
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MTMP3022C Perform flanking cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to split and clear the hide or pelt from the flank area of a carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Split hides or pelts	<p>1.1. Hides or pelts are split correctly in accordance with work instructions.</p> <p>1.2. Hides or pelts are split avoiding <i>contamination</i> and puncturing.</p> <p>1.3. Hides or pelts are split in accordance with <i>Occupational Health and Safety (OH&S)</i> and <i>workplace requirements</i>.</p>
2. Flank the carcase	<p>2.1. Carcase is flanked in accordance with work instructions.</p> <p>2.2. Carcase is flanked using a knife or air knife with both left and right hand sides flanked.</p> <p>2.3. Carcase is flanked without damage to the hides or pelts or contamination of the carcase.</p> <p>2.4. Hides or pelts are removed from the area in accordance with OH&S requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- flank carcase in accordance with work instructions
- demonstrate correct cutting lines for flanking
- use effective knife skills
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- comply with OH&S and *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- economic impact of nicked, soiled or damaged pelt and scored meat during flanking operation
- flanking work instructions

REQUIRED SKILLS AND KNOWLEDGE

- OH&S and regulatory requirements
- potential sources of contamination and cross-contamination
- procedures for maintenance, cleaning and sterilisation of knives

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Assessment must be conducted in an operating processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contamination may include:

- chain fall out
- contents of intestines
- dust
- excreta
- hair
- water.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of

RANGE STATEMENT	
	practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3023C Perform brisket cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform the opening cuts for the brisket area of a carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers opening a hide or pelt in the brisket area.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3021C	Explain opening cuts

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open the hide or pelt	<p>1.1. Hide or pelt is opened in accordance with <i>workplace requirements</i>.</p> <p>1.2. Hide or pelt is opened in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Clear the hide or pelt	<p>2.1. Hide or pelt is cleared from around both forelegs in accordance with workplace requirements.</p> <p>2.2. Hide or pelt is cleared from brisket area following OH&S requirements to avoid the risks of damage and <i>contamination</i> to the carcase.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- open hide in brisket area in accordance with work instruction
- use correct cutting lines
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant OH&S and *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- general economic impact of nicked, soiled or damaged hide or pelt and scored meat
- relevant work instructions for opening and clearing the brisket area
- relevant OH&S and regulatory requirements
- general anatomy of carcase relevant to the task

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered meat processing plant or facility.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • chain fall out • contents of intestines • dust • excreta • hair • water.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3024C Perform rumping cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove the hide from the rump area.
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Application of the Unit

Application of the unit	This unit is applicable to workers clearing the hide on the rump of large stock.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3021C	Explain opening cuts

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Pocket the rump	1.1. Rump is pocketed to work instructions. 1.2. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and met. 1.3. Hide is removed employing measures and techniques to avoid damage to hide or <i>contamination</i> of the carcass.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate cutting lines for rumping
- complete rumping according to work instructions
- use correct cutting lines
- demonstrate effective knife skills
- follow workplace requirements for critical aspects
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory* and *workplace requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- OH&S requirements at all times
- economic impact of nicked, soiled or damaged hide and scored meat
- relevant work instructions
- relevant regulatory and workplace requirements
- general anatomy of carcass relevant to the task

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur on a slaughter floor under normal operating conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Contamination may include:

- chain fallout
- contents of intestines
- dust
- excreta
- hair

RANGE STATEMENT	
	<ul style="list-style-type: none"> • water.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3025C Perform rosette cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to open and clear the hides or pelts from the neck and shoulders.
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Application of the Unit

Application of the unit	This unit is applicable to workers performing rosette opening cuts.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3021C	Explain opening cuts

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open the hides or pelts	1.1. Hides or pelts are opened around the shoulders. 1.2. Hides or pelts are opened in accordance with workplace instructions. 1.3. Hides or pelts are opened in accordance with <i>Occupational Health and Safety (OH&S) requirements.</i>
2. Clear the hides or pelts	2.1. Hides or pelts are cleared from both sides of neck and deep into the neck and shoulders, clearing the brisket in accordance with <i>workplace requirements.</i> 2.2. Hides or pelts are cleared from shoulder area in accordance with OH&S requirements. 2.3. Hides or pelts are cleared without damaging the carcase, hides or pelts.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- make rosette cuts cleanly, safely and hygienically according to work instructions
- demonstrate effective knife skills
- identify contamination and take corrective action in accordance with workplace requirements
- apply relevant ***communication skills***
- work effectively as an individual and as part of a team
- apply relevant OH&S and ***regulatory requirements***
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- ***hygiene and sanitation requirements***
- relevant work instructions, including those relating to knives
- impact of damaged or contaminated hides, pelt or meat on the product quality and

REQUIRED SKILLS AND KNOWLEDGE

the implications for the business

- relevant OH&S and regulatory requirements
- sources of *contamination* and cross-contamination
- general anatomy of carcass relevant to the task

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

Context of, and specific resources for assessment

Assessment must occur in a registered meat processing plant or facility.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • chain fall out • contents of intestines • dust • excreta • hair • water.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3026C Perform midline cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform midline cuts to open and release the hide or pelt from the belly area of a carcass.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs, game processing plants and knackeries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMP3021C	Explain opening cuts

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Separate hides or pelts from belly area	1.1. Hides or pelts are separated from belly area according to <i>workplace requirements</i> . 1.2. Hides or pelts are correctly separated from belly area using spear cuts from inside of hide or pelt to avoid <i>contamination</i> from the hide or pelt, fleece or hair. 1.3. Sources of contamination and cross-contamination are identified. 1.4. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and complied with.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and demonstrate correct cutting lines and techniques for midline cuts
- avoid damage to the hide or pelt and meat
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- correct cutting lines and techniques for midline cuts
- relevant work instructions
- causes of damaged hides or pelts and meat cuts
- relevant regulatory requirements
- sources of contamination and cross-contamination
- consequence for the business of damaged or contaminated hides, pelts or meat cuts

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal chain speed.

Context of, and specific resources for assessment

Assessment must be performed in an operating processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Contamination may include:

- chain fall out
- contents of intestines
- dust
- excreta
- hair
- water.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3031C Scald and de-hair carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to scald and de-hair pigs and other species such as goats.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, game processing plants and knackereries.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Scald exterior covering	<p>1.1. Carcase is scalded according to <i>workplace requirements</i>.</p> <p>1.2. Scalding procedures are carried out according to <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Remove hair	<p>2.1. Hair is removed according to workplace requirements.</p> <p>2.2. Hair is removed according to OH&S requirements.</p>
3. Clean/shave carcase	<p>3.1. Carcase is cleaned or shaved according to OH&S requirements.</p> <p>3.2. Carcase is trimmed of <i>contaminants</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate de-hairing procedures to workplace requirements
- demonstrate shaving, washing, trimming and cleaning of carcase to meet workplace requirements
- demonstrate trimming of contaminants and correct disposal of trimming
- demonstrate correct use of hair removal *equipment*
- apply relevant OH&S and *regulatory requirements*
- monitor the scalding process including water temperature, where part of the workplace requirements
- report equipment faults according to workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- correct use of hair removal equipment
- implications of knife stalls
- potential for contamination and cross-contamination
- work instructions
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements.
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Contaminants</i> may:	<ul style="list-style-type: none"> • be removed by cutting or washing • include: <ul style="list-style-type: none"> • abscesses • hair • ingesta.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • gas burners for singeing • mechanical de-hairers • scalding vat • scrapers.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and writing workplace information • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP3032C Operate pelt puller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a pelt puller.
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Application of the Unit

Application of the unit	This unit is applicable to plants processing sheep and goats.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean and prepare equipment	<p>1.1. Equipment is cleaned and prepared according to <i>workplace requirements</i>.</p> <p>1.2. Routine maintenance and checks are performed according to work instructions.</p>
2. Position carcase	<p>2.1. Carcase is positioned and attached to pelt puller according to work instructions and <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
3. Operate pelt puller	<p>3.1. Pelt puller is started and operated according to work instructions.</p> <p>3.2. OH&S requirements are identified and complied with.</p> <p>3.3. Operation of puller is monitored and damage to the carcase or pelts reported to the supervisor.</p> <p>3.4. Pelts are disposed of in accordance with work instructions.</p> <p>3.5. Work area is kept neat and tidy and clear of pelts.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate a pelt puller to workplace standards
- apply relevant OH&S and *regulatory requirements*
- report defective operation of puller clearly, accurately and promptly
- report malfunctions of puller or pelt removal not achieving workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- take corrective action as specified in work instructions

Required knowledge

- general operation of the puller

REQUIRED SKILLS AND KNOWLEDGE

- work instructions for the operation and routine maintenance of the pelt puller
- relevant OH&S and regulatory requirements
- emergency procedures relating to pelt puller and positioning of carcase
- potential for contamination and cross-contamination and the required corrective actions

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding reading and writing workplace documentation speaking clearly and directly sharing information working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3033C Operate hide puller

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a hide puller.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives or
	MTMP3043B	Operate air knife.

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare equipment	1.1. Equipment is prepared and checked for operation according to <i>workplace requirements</i> .
2. Position carcase	2.1. Carcase is chained according to workplace and <i>Occupational Health and Safety (OH&S) requirements</i> . 2.2. Chains (hide puller) are attached to hide, where this forms part of work instructions. 2.3. Opening cuts are completed, where this forms part of work instructions.
3. Operate hide puller	3.1. Hide puller is operated to work instructions. 3.2. Rise and fall platform is operated to workplace requirements, where this forms part of work instructions. 3.3. Knife or air knife is used to ensure hide removal is carried out without damage to hide or carcase. 3.4. Compliance with OH&S requirements is achieved. 3.5. Hide is lowered and disconnected from chain, where this forms part of work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- position carcase securely and safely, where part of work instructions
- comply with OH&S requirements
- operate a hide puller according to workplace requirements
- operate a hide puller to achieve a hide with good shape and consistency
- remove hide without damage to carcase
- use correct maintenance procedures for hide pulling equipment
- report defects when hides are not coming off cleanly to supervisor in accordance with workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- general operation of the puller
- work instructions
- potential for contamination and cross-contamination
- relevant regulatory requirements
- maintenance requirements for hide puller
- OH&S issues related to the operation of the hide puller

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted on an operating slaughter floor.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding speaking clearly and directly sharing information working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3034C Remove pelt manually

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers with the skills and knowledge required to remove a pelt or exterior covering manually without a mechanical aid.
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Application of the Unit

Application of the unit	This unit is applicable to workers removing a pelt by hand.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Position carcase	1.1. Carcase is secured according to <i>workplace requirements</i> .
2. Complete opening cuts	2.1. Leg is cut so that all cuts to the pelt are directed outwards, where this forms part of work instructions. 2.2. Pockets are punched down each flank without damage to muscles or selvedge (where this forms part of work instructions). 2.3. Pelt is pulled from the carcase without damage or loss of value to either the carcase or the pelt (where this forms part of work instructions).
3. Clean covering from carcase	3.1. Covering is removed completely without damage to the subcutaneous fat cover. 3.2. Covering is disposed of in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove the pelt cleanly and in accordance with work instructions
- apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*
- work cleanly and avoid the risks of contamination to the carcase
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- procedure for trimming of contaminants
- potential for contamination and cross-contamination
- relevant OH&S and regulatory requirements
- work instructions

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> listening and understanding speaking clearly and directly sharing information working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3036C Bed dress carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bed dress cattle, deer or buffalo.
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Application of the Unit

Application of the unit	This unit is applicable to slaughter floors where hide pullers are not used and the hide is removed while the carcase is lying in a cradle. This unit may also cover bed dressing of buffalo and other large species of animals processed for either human consumption or pet food.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Position carcase	1.1. Carcase is positioned correctly in cradle to provide good access by operators in accordance with <i>workplace requirements</i> . 1.2. Carcase is positioned in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> .
2. Complete opening cuts	2.1. Opening cuts are performed in accordance with workplace requirements. 2.2. OH&S requirements are identified and met. 2.3. Hide is split correctly from the udder/cod and to the point of the brisket with outward cuts to avoid <i>contamination</i> and puncturing. 2.4. Carcase is flanked with both left and right sides split from the flank to the shoulder area. 2.5. Opening cuts are carefully made around both forelegs with incision from pit to hock. 2.6. Hide is cleared from both forelegs in accordance with workplace procedures. 2.7. Hide is opened to the neck along the length of the brisket. 2.8. Hide is cleared from both sides of neck and deep into the neck and shoulders clearing the brisket.
3. Remove hide	3.1. Hide is removed employing measures and techniques to avoid damage to, or contamination of, carcase. 3.2. Hide is disposed of in accordance with workplace requirements. 3.3. All operations are performed in accordance with OH&S requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- position carcase correctly in the cradle
- remove hide without damage to hide or carcase
- bed dress carcase according to work instructions
- work with bed dressing partner to remove hide smoothly and safely (where applicable)
- apply relevant OH&S and *regulatory requirements*
- operate, clean and maintain *equipment* according to workplace requirements
- apply relevant *communication skills*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- general economic impact of nicked, soiled or damaged hide and scored meat
- importance of correctly placing carcase in cradle
- relevant work instructions
- relevant OH&S and regulatory requirements
- general anatomy of carcase relevant to the task

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at normal production speed.

Context of, and specific resources for assessment

Assessment must occur in a registered meat processing plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements.
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Contamination</i> may result from:	<ul style="list-style-type: none"> chain fall out dust excreta fibre ingesta water.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> cradle hand or air knife.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding speaking clearly and directly sharing information working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3037C Eviscerate animal carcass

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to eviscerate an animal carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers eviscerating carcasses in a registered meat processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove <i>internal organs and tissues</i>	1.1. Organs and tissues to be removed are identified. 1.2. Pluck is removed without contaminating the carcase and in accordance with work instructions. 1.3. Digestive tract is removed in accordance with work instructions. 1.4. Organs are presented for inspection according to <i>regulatory requirements</i> . 1.5. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and complied with. 1.6. Sources of contamination and cross-contamination are identified. 1.7. Corrective action is taken in the event of contamination in line with <i>workplace requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- open carcase and remove internal organs to workplace and regulatory requirements
- use secure *sealing procedures* to avoid fouling the carcase (where this forms part of work instruction)
- apply relevant OH&S requirements
- comply with OH&S requirements
- apply relevant *communication skills*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work with team members to ensure offal is presented correctly for inspection

Required knowledge

Knowledge of:

- procedures for safe and hygienic use of knife
- work instructions, including corrective action requirements
- relevant OH&S requirements

REQUIRED SKILLS AND KNOWLEDGE

- potential risks of contamination and cross-contamination of the carcase and the required steps for corrective action
- relevant anatomy of the species, breed, sex and age of the animal being processed

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered meat processing establishment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Internal organs and tissues may be those associated with:

- glands
- nervous system
- renal system
- reproductive and digestive systems
- respiratory and circulatory systems.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- federal, state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Sealing procedures</i> may include the use of:	<ul style="list-style-type: none"> • elastrator ring • knot • plastic clip • string tie.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP3038C Operate brisket cutter, saw

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cut the brisket prior to evisceration using a pneumatic cutter, saw or any other mechanical aid.
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Application of the Unit

Application of the unit	This unit is applicable to workers opening the brisket prior to evisceration.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare, clean and maintain equipment	<p>1.1. Pre-operational checks of equipment are completed according to <i>workplace requirements</i>.</p> <p>1.2. Routine cleaning, sterilisation and maintenance are performed in accordance with work instructions.</p>
2. Operate brisket saw/scissors	<p>2.1. Brisket saw or scissors is positioned in the score mark at the top of the brisket in accordance with work instructions.</p> <p>2.2. Score mark is followed to the base of the brisket using the brisket saw or cutter with no damage to the rib cavity or internal organs in accordance with work instructions.</p> <p>2.3. <i>Occupational Health and Safety (OH&S) requirements</i> are identified and complied with.</p> <p>2.4. Corrective action procedures are followed in accordance with work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- cut brisket correctly in accordance with work instruction
- apply relevant *regulatory requirements*
- report equipment faults to supervisor in accordance with workplace requirements
- take corrective action as required
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- maintain, clean and sterilise brisket saw, cutter or scissors in accordance with work instructions
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- corrective action if contamination or cross-contamination of the carcass occurs
- OH&S requirements related to operating brisket saw, cutter or scissors
- operation of brisket saw cutter or scissors
- potential sources of contamination or cross-contamination
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

Context of, and specific resources for assessment

Assessment must occur in a registered meat processing plant or facility.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3039C Eviscerate game shot carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to eviscerate a carcase that has been game shot and forwarded to a meatworks for processing. Such carcases may be required to have the pluck left in to enable meat inspection procedures to take place at the meatworks.
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Application of the Unit

Application of the unit	This unit is applicable to workers in registered game processing plants and is not relevant to field harvesters.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove the internal organs and tissues left in the <i>game shot carcase</i>	1.1. Organs and tissues to be removed are identified. 1.2. Pluck is removed without contaminating the carcase in accordance with work instructions. 1.3. Organs are presented for inspection according to regulatory requirements . 1.4. Occupational Health and Safety (OH&S) requirements are identified and complied with. 1.5. Sources of contamination and cross-contamination are identified. 1.6. Corrective action taken is in the event of contamination in line with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- remove internal organs to **workplace** and regulatory requirements
- follow procedures for presenting offal for inspection
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- regulatory requirements applying to evisceration of game shot carcase
- purpose and method of presenting offal for inspection
- relevant work instructions
- organs to be removed
- potential risks of contamination and cross-contamination of the carcase and the required steps for corrective action

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered game processing establishment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Game shot carcase may include species such as:

- kangaroo
- pig
- possum
- wallaby.

Organs and tissues may be those associated with:

- glands
- nervous system
- renal system
- reproductive and digestive systems
- respiratory and circulatory systems.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- federal, state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP3041C Backdown pig carcase

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to do the preparatory knife work marking a pig carcase prior to splitting.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a pig slaughter floor or boning room.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Backdown a pig carcass	<p>1.1. Carcass is backed down according to <i>workplace requirements</i>.</p> <p>1.2. <i>Occupational Health and Safety (OH&S) requirements</i> for backing down a pig carcass are identified and applied.</p> <p>1.3. Sources of contamination and cross-contamination associated with backing down are identified and minimised.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- purpose of backing down
- relevant regulatory requirements
- potential sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in the workplace at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3042C Prepare head for inspection

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare a head for inspection by exposing the required glands and lymph nodes.
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Application of the Unit

Application of the unit	This unit is applicable to those preparing heads for inspection by specifically exposing nominated glands.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare heads for inspection	1.1. Glands and lymph nodes to be exposed are identified. 1.2. Tissue is cut away to expose glands and lymph nodes in accordance with work instructions and regulatory requirements . 1.3. Sources of potential contamination and cross-contamination are identified and minimised. 1.4. Occupational Health and Safety (OH&S) requirements for the preparation of heads for inspection are identified and followed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare head for inspection in accordance with work instructions and regulatory requirements
- identify contamination and take appropriate action
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices and technology

Required knowledge

Knowledge of:

- basic anatomy associated with the location of glands and lymph nodes
- procedures for minimising contamination of product according to **workplace requirements**
- purpose of head inspection procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.

Context of, and specific resources for assessment

Assessment must occur in a registered meat processing plant or facility.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- federal, state and territory regulations regarding meat processing.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3043B Operate air knife

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate an air knife.
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Application of the Unit

Application of the unit	This unit is applicable to workers using an air knife in a range of jobs on a slaughter floor.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate air knife	<p>1.1. Air knife is used in accordance with <i>workplace requirements</i>.</p> <p>1.2. Air knife is operated in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Maintain air knife	2.1. Air knife is maintained according to manufacturer's specifications and work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use an air knife competently and safely in accordance with the work instructions for one work station in a meat processing operation
- perform basic maintenance of the knife
- report equipment faults to supervisor in accordance with workplace requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- apply the hygiene and sanitation requirements for that work station
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles of the air knife
- hygiene and sanitation requirements for that work station
- work instructions for a particular work station
- relevant regulatory requirements
- potential sources of contamination and ways of minimising it

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal chain speed.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3044B Drop sock and pull shoulder pelt

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform the opening cut drop sock and pull shoulder pelt on sheep and goats.
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Application of the Unit

Application of the unit	This unit is applicable to the slaughter floor task involving the freeing of the pelt from the forequarter of sheep or goats.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open pelt	<p>1.1. Pelt is opened in accordance with <i>workplace requirements</i>.</p> <p>1.2. Pelt is opened in accordance with <i>Occupational Health and Safety (OH&S) requirements</i>.</p>
2. Clear pelt	<p>2.1. Pelt is cleared from around both forelegs in accordance with workplace requirements.</p> <p>2.2. Pelt is cleared from shoulder area following OH&S requirements to avoid the risks of damage and contamination to the carcase.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use correct cutting lines
- apply relevant OH&S and *regulatory requirements*
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- general economic impact of nicked, soiled or damaged hide/pelt and scored meat
- relevant work instructions for opening and clearing the foreleg and shoulder area
- relevant OH&S and regulatory requirements
- potential sources of contamination and cross-contamination
- ways of minimising contamination
- general anatomy of carcase relevant to the task

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal chain speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in an operating processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3045B Undertake retain rail

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform retain rail operations to remove contamination, pathology and dressing defects identified by inspection staff.
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Application of the Unit

Application of the unit	This unit is applicable to workers on a slaughter floor or in a game processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim carcase on retain rail	1.1.Retain rail procedure is identified and explained. 1.2.Defects that need trimming are identified under a meat inspector's supervision. 1.3.Defects are trimmed in accordance with work instructions and meat inspector's direction. 1.4.Defects are trimmed in accordance with <i>hygiene and sanitation requirements</i> . 1.5.Defects are trimmed in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> . 1.6.Inspectors' requests are satisfied and yield maximised when defects are trimmed. 1.7.Trimmings are disposed of in accordance with <i>workplace requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • trim defects on carcasses (on retain rail) in accordance with meat inspector's or Quality Assurance (QA) officer's direction and work instructions • demonstrate trim which meets regulatory requirements but maintains yield • dispose of trim in accordance with work instructions • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • provide and accept feedback in order to improve performance from colleagues and meat inspectors
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • potential sources of contamination or cross-contamination • retain rail procedures

REQUIRED SKILLS AND KNOWLEDGE

- relevant regulatory requirements
- types of defects which result in carcasses being retained

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated when the chain is working at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be undertaken in an operating abattoir or game processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hygiene and sanitation requirements may include:

- relevant government regulations
- workplace requirements.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3046A Prepare and present viscera for inspection

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and present offal for inspection to a government authorised meat safety officer.
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Application of the Unit

Application of the unit	This unit is applicable to abattoirs and game processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives (where applicable)

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare offal and internal tissues for inspection	<p>1.1. <i>Offal and internal tissue</i> to be inspected is identified.</p> <p>1.2. Hearts and lungs are separated for inspection according to workplace requirements.</p> <p>1.3. Sources of potential contamination and cross-contamination are identified and minimised.</p> <p>1.4. Offal and internal tissue is handled without causing damage and/or contamination.</p>
2. Present offal and internal tissue for inspection	<p>2.1. Viscera are presented for inspection according to <i>workplace</i> and <i>regulatory requirements</i>.</p> <p>2.2. <i>Occupational Health and Safety (OH&S) requirements</i> for the presentation of offal for inspection, including those for manual handling, are identified and followed.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- handle offal to avoid bile, ingesta, excreta or content contamination
- present offal for inspection in accordance with regulatory, OH&S, hygiene and sanitation, and workplace requirements
- identify the organs processed on the viscera table
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- inspection process
- workplace, OH&S, hygiene and sanitation, and regulatory requirements for the presentation of offal for inspection

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted on an operating slaughter floor.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Offal and internal tissues may include:

- brain
- cheeks
- diaphragm, skirts and flares
- glands
- heart
- kidneys
- liver
- lungs
- penis
- small intestines
- spleen
- stomach(s)
- tail
- tendons
- testicles
- tongue
- tripe
- weasand
- or any other tissue recovered for human consumption or medical uses.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3052C Bone small stock carcass - leg

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove primal cuts from the leg of a small stock carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers boning small stock legs in boning rooms, food services operations, smallgoods plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. Specifications for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer <i>specifications</i> and <i>workplace requirements</i> .
2. <i>Bone</i> leg	2.1. Primal cuts are sliced and removed from leg according to work instructions and specifications. 2.2. Primal lines are cut in compliance with regulatory requirements. 2.3. Meat safety and quality hazards are handled according to workplace procedures. 2.4. Primals are cut to maximise yield. 2.5. <i>Product</i> is boned in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> including the use of safe manual handling techniques and the safe and effective use of a knife.
3. Identify and remove defects	3.1. <i>Defects</i> are identified, removed and reported according to government regulations and workplace standards. 3.2. Persistent defects are reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • bone out the legs according to specifications and work instructions • check the accuracy of cutting lines • identify contamination and take corrective action • identify primals containing contamination or abnormalities and handle according to workplace and regulatory requirements • identify finished primal cuts • comply with OH&S requirements • apply relevant <i>communication skills</i>

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- use *equipment* correctly
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- dropped meat procedures
- OH&S requirements for boning *small stock*
- procedure for cuts required to maximise yields for a given carcass
- structure of the carcass and identify cutting lines
- work instruction for the removal of all primals to desired specifications
- workplace and customer specifications
- carcass defects and corrective actions to be taken
- sources of contamination and cross-contamination and the ways of minimising the contamination.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at a normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered operating meat processing plant or facility.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Specifications may:

- be derived from
 - AUS-MEAT
 - customer requirements
 - workplace requirements
- and may relate to
 - muscle groups
 - standard primals.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

RANGE STATEMENT	
Boning systems or methods may include:	<ul style="list-style-type: none"> • mechanical de-boning • quarter boning • side boning • table boning.
Product may include:	<ul style="list-style-type: none"> • chilled product • hot boned product.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Defects may include:	<ul style="list-style-type: none"> • abscesses • bruising • excreta • ingesta • pathological lesions • product contamination.
Communication skills may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.
Equipment may include:	<ul style="list-style-type: none"> • bandsaws • hooks

RANGE STATEMENT	
	<ul style="list-style-type: none"> • knives • pouches • stands • tables.
<i>Small stock</i> may include:	<ul style="list-style-type: none"> • goats • kangaroos • pigs • sheep • any other species processed for human consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3054C Slice and trim leg - small stock

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to slice and trim relevant cuts of meat from small stock legs, including sheep, pigs, goats, game animals such as kangaroos, wallabies and other small stock processed for human consumption or pet meat.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer specifications and <i>workplace requirements</i> .
2. Slice and trim primary meat cuts	2.1. Primary meat cuts are sliced into finished meat cuts according to specifications and work instructions. 2.2. <i>Occupational Health and Safety (OH&S) requirements</i> are met including the safe and effective use of knives and safe manual handling techniques. 2.3. Dropped meat procedures are followed in accordance with workplace requirements.
3. Identify and remove defects	3.1. Defects are identified, removed and reported according to government regulations and workplace standards. 3.2. Persistent defects are reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- primal or sub primal cutting lines as they relate to workplace specifications and regulatory requirements
- basic anatomy of *small stock* relevant to cutting lines
- how yield is calculated and why it is important
- regulatory requirements as they relate to carcass cutting lines
- relevant specifications for meat cuts sliced and trimmed from legs

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in an operating and registered meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this unit of competency is</p>

EVIDENCE GUIDE**assessment**

available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may :

- include
 - cutting lines
 - fat depth
 - length and weight ranges
 - muscle groups.
- be derived from:
 - AUS-MEAT
 - customer requirements
 - fat trim depth
 - species
 - workplace requirements.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace documentation sharing information speaking clearly and directly working with diverse individuals and groups.
<i>Small stock</i> may include:	<ul style="list-style-type: none"> goats kangaroos pigs sheep.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3055C Bone large stock carcass - forequarter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove primal cuts from the forequarter of large stock carcasses, including beef, horse, buffalo.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, whole and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for <i>forequarter</i> cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer specifications and <i>workplace requirements</i> .
2. Remove primal cuts from forequarter of carcase	2.1. Primal cuts are removed from carcase according to workplace requirements and specifications. 2.2. Primal lines are cut in compliance with regulatory requirements. 2.3. Meat safety and quality hazards are dealt with according to workplace procedures. 2.4. Primal cuts are removed from carcase according to <i>Occupational Health and Safety (OH&S) requirements</i> including safe manual handling techniques and safe effective use of a knife. 2.5. Primals are cut from a carcase using a technique that maximises yield.
3. Identify, remove and trim defects	3.1. Defects and contamination are identified and dealt with according to workplace requirements. 3.2. Persistent defects in carcasses are reported to a supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> demonstrate the procedure for boning large stock carcase forequarter primal cuts in accordance with workplace requirements bone <i>product</i> in safe and hygienic manner identify primals containing contamination or <i>abnormalities</i> and handle according to workplace and regulatory requirements maintain the accuracy of cutting lines use <i>equipment</i> correctly apply relevant <i>communication skills</i>

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- personal hygiene, dropped meat and OH&S procedures
- primal cutting lines as they relate to the structure of the *large stock* carcase
- regulatory, workplace and meat safety procedures and specifications
- *boning procedure* for cuts that is required to maximise yield for a given carcase
- procedure for removal of all forequarter primals to desired specifications
- carcase defects and the corrective action to be taken

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may include:

- mathematical concepts and terms including measures for:
 - chemical lean
 - fat depth
 - weight.

Forequarter cuts may include:

- brisket
- chuck or blade
- ribset
- shin or bola.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards, codes of practice.
<i>Product</i> may include:	<ul style="list-style-type: none"> • chilled product • hot boned product.
<i>Abnormalities</i> may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • bandsaw • bone cutters • hooks • knives • pouches • rise and fall platforms • stands • tables.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation

RANGE STATEMENT	
	<ul style="list-style-type: none"> • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Large stock</i> may include:	<ul style="list-style-type: none"> • buffalo • camel • bison • deer.
<i>Boning procedures</i> may include:	<ul style="list-style-type: none"> • mechanical de-boning • quarter boning • side boning • table boning.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3056C Bone large stock carcass - hindquarter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove primal cuts from the hindquarter of large stock carcasses, including beef, horse and buffalo.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for <i>hindquarter</i> cuts, including those from the silverside, rumps and flanks, are identified using cut descriptions according to <i>regulatory requirements</i> , customer and <i>workplace requirements</i> .
2. Remove primal cuts from hindquarter of carcass	2.1. Primal cuts are removed from the hindquarter including those from the silverside, rumps and flanks according to work instructions and specifications. 2.2. <i>Product</i> is <i>boned</i> in accordance with <i>Occupational Health and Safety (OH&S) requirements</i> including the use of safe manual handling techniques and the safe and effective use of a knife. 2.3. Primal lines are cut in compliance with regulatory requirements. 2.4. Meat safety and quality hazards are dealt with according to work instructions procedures. 2.5. Primals are cut to maximise yield.
3. Identify and remove defects	3.1. Defects and contamination are trimmed and dealt with according to workplace requirements. 3.2. Persistent defects are reported to supervisors in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate procedure for *boning* a hindquarter into a broad range of primal cuts from the rump, silverside and flank of *large stock* in accordance with workplace requirements
- check and correct the accuracy of cutting lines
- use *equipment* safely and hygienically
- identify primals containing contamination or *abnormalities* and handle according to workplace and regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- structure of the carcase as it relates to cutting lines
- personal hygiene and dropped meat procedures
- primal cutting lines as they relate to the structure of the carcase
- primal specifications
- procedure for cuts required to maximise yield for a given carcase
- procedure for the removal of all primals to desired specifications
- OH&S requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- be derived from:
 - AUS-MEAT
 - customer requirements
 - species
 - workplace requirements
- relate to:
 - muscle groups
 - standard primals.

Hindquarter cuts may include:

- inside
- knuckle
- rump
- shin
- silverside
- striploin
- tenderloin or shortloin
- thick flank
- thin flank.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption

RANGE STATEMENT	
	<ul style="list-style-type: none"> state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements hygiene and sanitation requirements OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
<i>Product</i> may include:	<ul style="list-style-type: none"> chilled product hot boned product.
<i>Boning</i> systems or methods may include:	<ul style="list-style-type: none"> mechanical de-boning quarter boning side boning table boning.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Large stock</i> may include:	<ul style="list-style-type: none"> buffalo camel bison deer.

RANGE STATEMENT	
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • bandsaw • bone cutters • hooks • knives • pouches • rise and fall platforms • stands • tables.
<i>Abnormalities</i> or hazards may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3057C Slice and trim large stock forequarter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to slice and trim forequarter cuts from large carcasses to specification.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services, smallgoods plants, wholesale and retail operations. The unit may be used for a variety of species.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer and <i>workplace requirements</i> .
2. Slice and trim forequarter primary meat cuts into finished meat cuts	2.1. Primary meat cuts are sliced into finished meat cuts according to specifications and work instructions. 2.2. Primary meat cuts are sliced in accordance with workplace <i>Occupational Health and Safety (OH&S) requirements</i> including safe knife and manual handling techniques. 2.3. Persistent defects are reported to supervisor in accordance with work instructions.
3. Follow dropped meat procedures	3.1. Dropped meat procedures are followed according to workplace requirements.
4. Identify and remove defects	4.1. Defects are identified, removed and reported according to government regulations and workplace standards.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- slice and trim all forequarter primals prepared at the workplace according to work instructions including those from the chuck, brisket, blade, spencer roll and chuck tender
- report defects according to work instructions promptly, accurately and clearly
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- primal or sub primal cutting lines as they relate to workplace specifications and

REQUIRED SKILLS AND KNOWLEDGE

- regulatory requirements
- carcass anatomy of *species* as it relates to cutting lines
 - how yield is calculated and why it is important
 - personal hygiene and sanitation, and dropped meat procedures
 - nature of defects that can occur on forequarters and the corrective action required for each
 - OH&S requirements for slicing
 - product slicing and trimming requirements as identified in customer and workplace specifications

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may :

- include
 - age
 - chemical lean
 - cutting lines
 - fat depth
 - gender
 - muscle groups
 - weight and/or length ranges
- and be derived from:
 - AUS-MEAT
 - customer requirements
 - species
 - workplace requirements.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may

- enterprise-specific requirements
- OH&S requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Species</i> may include:	<ul style="list-style-type: none"> • beef • horse • buffalo • any other large species processed for human consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3058C Slice and trim large stock hindquarter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to slice and trim hindquarter cuts to specification, from large carcasses, such as beef, horse and buffalo.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services, smallgoods plants, wholesale and retail operations. The unit may be used for a variety of species including cattle, buffalo, deer and horses.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer specifications and <i>workplace requirements</i> .
2. Slice and trim hindquarter primary meat cuts into finished meat cuts	2.1. Hindquarter primary meat cuts are sliced into finished meat cuts according to work instructions and specifications. 2.2. Dropped meat procedures are followed in accordance with workplace requirements. 2.3. <i>Occupational Health and Safety (OH&S) requirements</i> are met, including safe knife and manual handling techniques.
3. Monitor defects and contamination	3.1. Defects are identified and corrective action is taken according to work instructions. 3.2. Persistent defects are reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • slice and trim all hindquarter primals to work instructions including those derived from the flank, the knuckle, the silverside, the rump and the tenderloin • accurately follow cutting lines according to specifications • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • recognise and explain <i>mathematical</i> information contained in specifications • take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • primal or sub primal cutting lines as they relate to workplace specifications and

REQUIRED SKILLS AND KNOWLEDGE

- regulatory requirements
- personal hygiene and sanitation and dropped meat procedures
- relevant specifications for the slicing and trimming of all hindquarter primals prepared in the workplace

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- include
 - age
 - chemical lean
 - cutting lines
 - fat depth
 - gender
 - weight and/or length range
- and be derived from:
 - AUS-MEAT
 - customer requirements
 - different species
 - workplace requirements.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Mathematical</i> concepts and terms may include measures for:	<ul style="list-style-type: none"> • chemical lean • fat depth • weight.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3059C Break carcass using a bandsaw

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break a carcass using a bandsaw.
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Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, boning rooms, knackeries, food services, smallgoods plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPR201C	Prepare and operate a bandsaw

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. Specifications for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer specifications and <i>workplace requirements</i> .
2. Break carcase using a bandsaw	2.1. Carcase is positioned securely and safely. 2.2. Carcase is split then shoulders, middles and legs are removed according to work instructions and specifications. 2.3. Carcase is split in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including the use of safe manual handling techniques and the safe use of a bandsaw.
3. Identify and remove defects	3.1. Defects and contamination are trimmed and dealt with according to workplace requirements. 3.2. Persistent defects are reported to supervisors in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- break a carcase using a bandsaw according to work instructions and specifications for one or more species
- check and adjust the accuracy of cutting lines
- use correct techniques for handling hot and/or chilled *product*
- identify primals containing a contamination or *abnormalities* and handle according to workplace and regulatory requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- cutting lines as they relate to the structure of the carcase
- dropped meat procedures
- how yield is calculated and why it is important
- procedure for removal of all primals to desired specifications
- work instructions for breaking a carcase in the workplace

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state and territory regulations regarding meat processing.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Product may include:	<ul style="list-style-type: none"> • chilled product • different species • hot boned product.
<i>Abnormalities</i> or hazards may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination • species.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP3060C Operate leg boning machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a leg boning machine.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform preparatory cuts	<p>1.1.Legs are selected for de-boning according to workplace specifications.</p> <p>1.2.Legs are inspected for defects and trimmed or disposed of in accordance with <i>workplace requirements</i>.</p> <p>1.3.Preparatory cuts are made prior to mechanical boning.</p>
2. Prepare and maintain boning machinery	<p>2.1.Routine checks and maintenance are performed according to manufacturer's requirements and work instructions.</p> <p>2.2.Faulty or out-of-specification performance of machinery is reported to appropriate personnel.</p>
3. De-bone legs	<p>3.1.Legs are secured safely and securely.</p> <p>3.2.Mechanical boning machinery is operated in accordance with work instructions, to minimise waste and meet workplace product quality requirements.</p> <p>3.3.Occupational Health and Safety (<i>OH&S requirements</i>) are identified and followed.</p> <p>3.4.Bones are disposed of in accordance with workplace requirements.</p> <p>3.5.Workplace housekeeping requirements are completed.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • prepare leg boning machine for operation • perform preparatory cuts according to work instructions • trim defects as required in work instructions • disassemble, clean, sanitise and maintain machine to workplace requirements • operate boning machine including routine checks and maintenance included in workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- how yield is calculated and why it is important
- *hygiene and sanitation requirements* for the operation of a mechanical boner
- OH&S requirements for mechanical boning, include emergency shut-down procedures
- specifications for mechanically boned leg product
- purpose and location of preparatory cuts on leg to be boned
- relevant regulatory requirements
- work instructions relating to mechanical leg boning
- potential defects and explain their causes

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Mathematical skills</i> may be used in:	<ul style="list-style-type: none"> • applying manufacturer's instructions • calculating specifications • cleaning and sanitising regimes and formulas • using digital or analogue controls • using material safety data sheets (MSDS)s.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3061C Operate trunk boning machine

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a trunk boning machine.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services and wholesale operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform preparatory cuts	1.1. Trunks are taken from the chain and selected for de-boning according to workplace specifications. 1.2. Trunks are inspected for defects and trimmed or disposed of in accordance with <i>workplace requirements</i> . 1.3. Preparatory cuts along the spine are made prior to mechanical boning in accordance with work instructions.
2. De-bone trunks mechanically	2.1. Trunk is positioned in accordance with work instruction. 2.2. Mechanical trunk boning machinery is operated in accordance with work instructions. 2.3. Routine equipment and bone checks, cleaning and maintenance are performed according to work instructions. 2.4. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and followed. 2.5. Bones and trunk meat are disposed of in accordance with workplace requirements, keeping the work area neat and tidy. 2.6. Out-of-specification performance by the boning machinery is reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • prepare and operate machinery according to manufacturer's specification and workplace requirements • operate boning machine including routine checks and maintenance included in workplace requirements • monitor and report machinery performance • apply relevant <i>communication</i> and <i>mathematical skills</i>

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- cutting lines for preparatory cuts
- how yield is calculated and why it is important
- specifications for trunks to be de-boned
- relevant personal hygiene and OH&S requirements
- relevant regulatory requirements
- work instruction.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance requirements
- Standard Operating Procedures
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- reading and interpreting workplace-related documentation
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • applying manufacturer's instructions • calculating and applying specifications • using cleaning and sanitising regimes and formulae • using digital or analogue controls • using Material Safety Data Sheets (MSDS)s.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMP3062B Bone small stock carcass - shoulder

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove primal cuts from the shoulder of a small stock carcass. Species that are covered by this unit include sheep, goats, pigs, kangaroos and any other small stock species processed.
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Application of the Unit

Application of the unit	This unit is applicable to those boning small stock shoulders. Workers will be employed in boning rooms, food services, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to regulatory standards, customer specifications and <i>workplace requirements</i> .
2. <i>Bone</i> shoulder	<p>2.1. Primal cuts are sliced and removed from the carcass according to work instructions and specifications.</p> <p>2.2. Primal cuts are sliced and removed from the carcass according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including the safe and effective use of a knife and following safe manual handling techniques.</p> <p>2.3. Primal lines are cut in compliance with <i>regulatory requirements</i>.</p> <p>2.4. Meat safety and quality hazards are handled according to workplace procedures.</p> <p>2.5. Primals are cut to maximise yield.</p>
3. Identify and remove defects	<p>3.1. <i>Defects</i> are identified, removed and reported according to government regulations and workplace standards.</p> <p>3.2. Persistent defects are reported to supervisor in accordance with work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- operate *equipment* in accordance with workplace requirements
- check and correct, where necessary, the accuracy of cutting lines
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- structure of the carcase and identify primal cutting lines
- procedure for removal of all primals to desired specifications
- sources of contamination and cross-contamination and the ways of minimising it
- importance of and technique required to maximise yield from a carcase
- work instructions and dropped meat procedures
- carcase defects and appropriate corrective actions

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered meat processing plant or facility.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- be derived from
 - AUS-MEAT
 - customer requirements
 - workplace requirements
- and relate to:
 - age
 - gender
 - muscle groups
 - species
 - standard primals.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Boning systems or methods may include:

- mechanical de-boning
- side boning
- table boning.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Defects</i> may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • bandsaw • bone cutters • hooks • knives • pouches • rise and fall platforms • stands • tables.

RANGE STATEMENT	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3063B Bone small stock carcass - middle

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove primal cuts from the trunk of a small stock carcass. Species that are covered by this unit include sheep, goats, pigs, kangaroos and any other small stock species processed.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services, pet food, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to regulatory standards, customer specifications and <i>workplace requirements</i> .
2. <i>Bone</i> middle	<p>2.1. Primal cuts are sliced and removed from carcase according to work instructions and specifications.</p> <p>2.2. Primal cuts are sliced and removed from carcase according to Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including the safe and effective use of a knife and following safe manual handling techniques.</p> <p>2.3. Primal lines are cut in compliance with <i>regulatory requirements</i>.</p> <p>2.4. Meat safety and quality hazards are handled according to workplace procedures.</p> <p>2.5. Primals are cut to maximise yield.</p>
3. Identify and remove defects	<p>3.1. Defects are identified, removed and reported according to government regulations and workplace standards.</p> <p>3.2. Persistent defects are reported to supervisor in accordance with work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare and operate *equipment* according to workplace requirements
- check and correct where necessary, the accuracy of cutting lines
- identify contamination or *abnormalities* and handle according to workplace and regulatory requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- structure of the carcase and primal cutting lines
- procedure for removal of all primals to desired specifications
- sources of contamination and cross-contamination and the ways of minimising it
- importance of and technique required to maximise yield from a carcase
- work instructions and dropped meat procedures
- carcase defects and appropriate corrective actions

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in an operating meat processing plant or facility at normal production speed.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered meat processing plant or facility.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- be derived from
 - AUS-MEAT
 - customer requirements
 - species
 - workplace requirements
- and relate to:
 - age
 - gender
 - muscle groups
 - species
 - standard primals.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Boning systems or methods may include:

- mechanical de-boning
- side boning
- table boning.

OH&S requirements may include:

- enterprise OH&S policies, procedures and

RANGE STATEMENT	
	<p>programs</p> <ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • bandsaw • bone cutters • hooks • knives • pouches • rise and fall platforms • stands • tables.
<i>Abnormalities</i> or hazards may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination.

RANGE STATEMENT	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3064B Slice small stock carcass - shoulder

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to slice and trim the relevant cuts of meat from the shoulder of a small stock carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to regulatory standards, customer specifications and <i>workplace requirements</i> .
2. Slice and trim primary meat cuts	2.1. Primary meat cuts are sliced into finished meat cuts according to specifications and work instructions. 2.2. Primary meat cuts are sliced into finished meat cuts following Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including safe manual handling techniques and the safe and effective use of knives. 2.3. Dropped meat procedures are followed in accordance with workplace requirements. 2.4. Corrective action is taken to ensure out-of-specification product is not forwarded for packing.
3. Identify and remove defects	3.1. Defects are identified, removed and reported according to government regulations and workplace standards. 3.2. Persistent defects are reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • check and adjust the accuracy of <i>small stock</i> cutting lines • identify primal cuts • identify out-of-specification product • apply relevant <i>regulatory requirements</i> • report defects accurately, promptly and in accordance with work instructions • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- primal or sub primal cutting lines as they relate to workplace specifications and regulatory requirements
- basic anatomy relevant to cutting lines
- how yield is calculated and why it is important
- causes of defects and out-of-specification products
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- include
 - age
 - chemical lean
 - cutting lines
 - fat depth
 - gender
 - muscle groups
 - visual lean
 - weight range
- and be derived from:
 - AUS-MEAT
 - customer requirements
 - species
 - workplace requirements.

Workplace requirements may include:

- enterprise-specific requirements
- hygiene and sanitation requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and

RANGE STATEMENT	
	<p>programs</p> <ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Small stock</i> may include:	<ul style="list-style-type: none"> • sheep • pigs • goats • kangaroos • wallabies • any other small stock species processed for human consumption.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly

RANGE STATEMENT	
	<ul style="list-style-type: none"> • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3065B Slice small stock carcass - middle

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to slice and trim relevant cuts of meat from the middle (trunk) of a small stock carcass.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food services, pet food, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts are determined using cut descriptions according to <i>regulatory requirements</i> , customer specifications and <i>workplace requirements</i> .
2. Slice and trim primary meat cuts	2.1. Primary meat cuts are sliced into finished meat cuts according to specifications and work instructions. 2.2. Primary meat cuts are sliced into finished meat cuts following Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including safe manual handling techniques and the safe and effective use of knives. 2.3. Dropped meat procedures are followed in accordance with workplace requirements. 2.4. Corrective action is taken to ensure out-of-specification product is not forwarded for packing.
3. Identify and remove defects	3.1. Defects are identified, removed and reported according to government regulations and workplace standards. 3.2. Persistent defects are reported to supervisor in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> identify <i>small stock</i> primal cuts check and adjust the accuracy of cutting lines apply relevant <i>communication skills</i> work effectively as an individual and as part of a team take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- primal or sub primal cutting lines as they relate to workplace specifications and regulatory requirements
- basic anatomy relevant to cutting lines
- how yield is calculated and why it is important
- causes of defects and out-of-specification product
- OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production for that plant.

Context of, and specific resources for assessment

Assessment must be conducted in a registered, operating meat processing plant or premises.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may:

- include
 - age
 - chemical lean
 - cutting lines
 - fat depth
 - gender
 - muscle groups
 - visual lean
 - weight range
- and be derived from:
 - AUS-MEAT
 - customer requirements
 - species
 - workplace requirements.

Regulatory requirements may include:

- Export Control Act
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- state regulations regarding meat processing.

Workplace requirements may

- enterprise-specific requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and, codes of practice.
<i>Small stock</i> may include:	<ul style="list-style-type: none"> • sheep • pigs • goats • kangaroos • any other small stock species processed for human consumption.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3066B Bone carcass using mechanical aids (large stock)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to remove all the primal cuts from a large stock carcass including those from beef, horse and buffalo while utilising mechanical aids
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, food service operations, smallgoods plants, wholesale and retail operations where a mechanical assisted boning system is utilised.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify specifications for cuts	1.1. <i>Specifications</i> for cuts including those from the hindquarter and forequarter are identified using cut descriptions according to regulatory standards, customer and <i>workplace requirements</i> .
2. Remove primal cuts from the carcass	2.1. Primal cuts are removed from carcass including those from the hindquarter and forequarter according to work instructions and specifications. 2.2. <i>Product</i> is <i>boned</i> in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> including those associated with the activation and use of mechanical aids, safe manual handling techniques, and the safe and effective use of a knife. 2.3. Primal lines are cut in compliance with <i>regulatory requirements</i> . 2.4. Meat safety and quality hazards are dealt with according to work instructions and workplace procedures. 2.5. Primals are cut to maximise yield. 2.6. Workplace requirements for the activation and use of mechanical aids are followed.
3. Identify and remove defects	3.1. Defects and <i>contamination</i> are trimmed and dealt with according to workplace requirements. 3.2. Persistent defects are reported to supervisors in accordance with work instructions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> confirm specifications including customer and workplace requirements demonstrate correct <i>equipment</i> set up, handling and basic maintenance requirements, where part of work instructions bone a carcass into a broad range of primal cuts from the forequarter and

REQUIRED SKILLS AND KNOWLEDGE

hindquarter in accordance with workplace requirements

- use mechanical aids in the boning process in accordance with workplace requirements
- identify contamination and handle according to workplace requirements
- check and correct the accuracy of cutting lines
- comply with OH&S requirements
- apply relevant *communication* skills
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- structure of the carcass as it relates to cutting lines
- personal hygiene and dropped meat procedures
- primal cutting lines as they relate to the structure of the carcass
- primal specifications
- procedure for cuts required to maximise yield for a given carcass
- work instruction for the removal of all primals to desired specifications

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competence over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications for cuts:

- relate to
 - muscle groups
 - standard primal
- and be derived from:
 - AUS-MEAT
 - customer requirements
 - species (including other large animals such as buffalo, deer and bison)
 - workplace requirements.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Product may include:

- chilled product
- hot boned product.

OH&S requirements may include:

- OH&S legal requirements
- enterprise OH&S policies, procedures and programs
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • state and territory regulations regarding meat processing. • requirements set out in AS4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products For Human Consumption.
<i>Contamination</i> may include:	<ul style="list-style-type: none"> • abscesses • bruising • ingesta • pathological lesions • product contamination.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • bandsaw • bone cutters • hooks • knives • pouches • rise and fall platforms • stands • tables.
<i>Communication skills</i> may include	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related

RANGE STATEMENT	
	documentation <ul style="list-style-type: none"> • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3071C Perform ante-mortem inspection and make disposition

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to the detect abnormalities and diseases in the major livestock species (cattle, sheep and pigs) prior to slaughter. This unit will be assessed for the species for which competency is demonstrated in the workplace and the outcome and the species will be recorded appropriately on the assessment sheet. (Note: Poultry, game and ratites are covered by separate units).
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Application of the Unit

Application of the unit	This unit is applicable to meat inspectors and/or stock handlers responsible for ante-mortem inspection.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMP3003A	Handle animals humanely while conducting ante-mortem inspection

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify types of stock and market requirements of food animals commonly slaughtered for meat	<p>1.1. Major breeds of commonly slaughtered domestic animals are identified.</p> <p>1.2. Distinguishing features of major breeds are identified.</p> <p>1.3. Market requirements of commonly slaughtered domestic animals are identified.</p>
2. Identify the main reasons for ante-mortem inspection	<p>2.1. Reasons for ante-mortem inspection are identified.</p> <p>2.2. Regulatory requirements associated with ante-mortem inspection are identified.</p>
3. Perform ante-mortem inspection on live animals	<p>3.1. Procedures and principles of humane handling of animals are identified.</p> <p>3.2. Signs of common conditions responsible for abnormalities at ante-mortem are detected and identified.</p> <p>3.3. Procedures for emergency and suspect slaughter are identified.</p> <p>3.4. Ante-mortem inspection is performed on at least one species according to relevant Occupational Health and Safety (OH&S), workplace and regulatory requirements.</p> <p>3.5. Quality Assurance aspects of ante-mortem inspection are identified.</p>
4. Identify and isolate animals requiring testing for residue	<p>4.1. Reasons for residue testing are identified.</p> <p>4.2. Procedures for identifying and isolating animals for testing are followed.</p>
5. Make disposition as a result of inspection and take appropriate action	<p>5.1. Common diseases and conditions responsible for abnormalities are identified, detected and documented on at least one species</p> <p>5.2. Suspect stock are segregated according to regulatory and workplace requirements</p> <p>5.3. Signs of major exotic or notifiable diseases are identified.</p> <p>5.4. Exotic or notifiable disease procedures are followed in accordance with regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- estimate size of stock pens
- estimate number of cattle in a mob
- identify animals using brand, tags, tattoos and electronic identification devices
- identify common diseases and conditions in beef, sheep and pigs
- describe appropriate dispositions for common diseases and conditions in beef, sheep and pigs
- identify major exotic or notifiable diseases
- demonstrate procedures for humane handling of livestock
- perform ante-mortem inspection to Australian Standards and other relevant regulatory requirements on at least one major domestic food species in a workplace environment under normal operating conditions
- identify suspect animals that may be suffering from a notifiable disease on ante-mortem examination according to Australian Standards
- make disposition according to workplace and regulatory requirements
- **report** notifiable diseases promptly and accurately according to regulatory requirements
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- perform tasks to workplace requirements
- work cooperatively with company stock handlers to ensure smooth flow of stock

Required knowledge

Knowledge of:

- regulatory requirements for suspect stock, hygiene and sanitation standards, and workplace standards associated with ante-mortem inspection
- segregation requirements for suspect animals
- sources of information to keep up-to-date with current theories or findings
- steps and procedures for emergency and suspect kill
- steps in ante-mortem inspection and recognise abnormal conditions
- symptoms of major exotic or notifiable diseases (including Ovine Johne's Disease (OJD))
- principles and procedures for humane handling of livestock
- regulatory requirements associated with exotic or notifiable diseases
- steps to be taken to notify of suspect exotic or notifiable disease

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency in the practical aspects of this unit must be assessed under normal production conditions.</p> <p>Candidates must be able to:</p> <ul style="list-style-type: none"> perform ante-mortem inspection on at least one species. <p>The identification of diseases and conditions in other species can be undertaken in a simulated situation utilising samples and photographs.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must include demonstration of competency in an operating abattoir. Assessment of the diagnosis of the less common conditions can be undertaken by simulation.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> assignments

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Dispositions</i> may be made:	<ul style="list-style-type: none"> • in prescribed formats, according to regulatory requirements.
<i>Diseases</i> detected at ante-mortem inspection include:	<ul style="list-style-type: none"> • exotic or notifiable diseases.
<i>Reports</i> may:	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular or graphic formats • be presented in writing, in standard formats • be presented orally • include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive

RANGE STATEMENT	
	<ul style="list-style-type: none"> • interpreting needs of internal and/or external customers • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • using negotiation and persuasion skills • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3072C Perform post-mortem inspection and make disposition

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify and dispose of diseases detected in a post-mortem inspection carried out on major food species in accordance with regulatory requirements for animals slaughtered for human consumption. This unit will be assessed for the species for which competency is demonstrated in the workplace and the outcome and species will be recorded appropriately on the assessment sheet.
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Application of the Unit

Application of the unit	This unit is applicable to meat inspectors performing post-mortem inspection on food animals in registered meat establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify base anatomical structure systems of domestic food animals	<p>1.1. Organs of animals are identified.</p> <p>1.2. Lymphatic, circulatory, digestive, urinary, nervous and respiratory systems are identified and explained.</p> <p>1.3. Basic skeletal structure is identified.</p>
2. Identify the main reasons for post-mortem inspection	<p>2.1. Reasons for post-mortem inspection are identified.</p> <p>2.2. Regulatory requirements associated with post-mortem inspection are identified</p>
3. Perform post-mortem inspection of major food animals	<p>3.1. Procedures for post-mortem inspection are followed.</p> <p>3.2. Abnormalities are identified and detected.</p> <p>3.3. Post-mortem inspection is performed on at least one species in accordance with regulatory requirements, hygiene and sanitation requirements and Occupational Health and Safety (OH&S requirements), in a work environment and under normal production conditions.</p> <p>3.4. Quality Assurance (QA) issues of post-mortem inspection are identified.</p>
4. Make disposition	<p>4.1. Common diseases and conditions responsible for abnormalities are identified, detected and documented for at least one species.</p> <p>4.2. Symptoms of exotic or notifiable diseases are identified and explained.</p>
5. Treat affected carcase appropriately	<p>5.1. Carcase is treated in accordance with:</p> <p>5.1.1. regulatory requirements</p> <p>5.1.2. hygiene and sanitation requirements</p> <p>5.1.3. OH&S requirements.</p> <p>5.2. Anatomical knowledge of carcase is demonstrated in the disposition process.</p>
6. Monitor stunning of animals	<p>6.1. Requirements for effective stunning are identified.</p> <p>6.2. Animals are stunned according to workplace and regulatory requirements.</p> <p>6.3. Corrective action is taken in the event of ineffective stunning.</p>
7. Describe the procedures followed for retained carcase on the slaughter floor	<p>7.1. Procedures for retained carcase are identified and described in accordance with workplace and regulatory requirements.</p>

ELEMENT	PERFORMANCE CRITERIA
8. Identify and use Personal and Protective Equipment (PPE) required to perform post-mortem inspection	8.1. Equipment for post-mortem inspection is identified and described. 8.2. Equipment is used in accordance with QA and workplace requirements. 8.3. PPE is used, maintained and stored to OH&S requirements.
9. Take pathological and residue samples to assist in determining disposition	9.1. Lesions and tissues necessary for determining dispositions are identified. 9.2. <i>Specimens</i> are collected and submitted according to workplace procedures. 9.3. Results are interpreted. 9.4. Carcasses awaiting results are retained according to workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform post-mortem in accordance with Australian Standards
- perform post-mortem inspections to meet QA, OH&S and regulatory requirements
- identify common diseases and conditions in beef, sheep and pigs
- describe appropriate dispositions for common diseases and conditions in beef, sheep and pigs
- identify exotic or notifiable diseases on post-mortem examination
- carry out procedures for identifying, collecting and submitting specimens
- identify and label diagrams of the structure of animal cells
- follow procedures for making disposition of carcass
- follow procedures for retained carcass
- carry out procedures for disposal of carcass
- complete *reports* for exotic or notifiable disease detected according to regulatory requirements
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- maintain currency of knowledge through independent research or professional

REQUIRED SKILLS AND KNOWLEDGE

development

- take action to improve own work performance as a result of self-evaluation, feedback from others or in response to changed work practices or technology
- use *problem-solving skills* relevant to scope of authority

Required knowledge

Knowledge of:

- role of equipment for meeting hygiene and sanitation, OH&S and workplace requirements
- role, maintenance and storage of protective equipment to meet OH&S requirements
- correct technique for incision of parts and organs
- basic structure and locations of animal tissues
- procedures for disposal of carcass
- procedures for identifying, collecting and submitting specimens
- procedures for making disposition of carcass
- procedures for retained carcass
- steps in post-mortem inspection
- properties of living cells
- equipment used for post-mortem inspection
- protective equipment and clothing used in post-mortem inspection
- major exotic or notifiable diseases and their signs
- OH&S and other relevant regulatory requirements associated with the disposal of carcasses
- regulatory requirements associated with exotic or notifiable diseases
- functions of animal cells
- two types of cellular reproduction and difference between them
- carcass parts and organs incised during post-mortem inspection
- common parasitic conditions in post-mortem inspection
- regulatory requirements, hygiene and sanitation standards, and OH&S requirements related to post-mortem inspection
- symptoms of major exotic or notifiable diseases (including Ovine Johne's Disease (OJD))
- function of the lymphatic, circulatory and respiratory systems

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency in post-mortem skills must be demonstrated in a registered, operating meat processing plant.</p> <p>Candidates must be able to:</p> <ul style="list-style-type: none"> perform post-mortem inspection on at least one species. <p>The identification of diseases and conditions in other species can be undertaken in a simulated situation utilising samples and photographs.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment of practical post mortem skills on a slaughter floor will require approval of the operator and regulators. The assessment of diagnostic skills can be undertaken under simulated conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> assignments

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • debriefs • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

RANGE STATEMENT	
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
<i>Dispositions</i> may be made:	<ul style="list-style-type: none"> • in prescribed formats, according to regulatory requirements.
Common <i>diseases</i> may include:	<ul style="list-style-type: none"> • a range of common as well as exotic or notifiable diseases.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Specimen</i> collecting tools and equipment may include:	<ul style="list-style-type: none"> • cutting board • forceps • plastic bags • polysterene boxes • preservatives • scalpel or surgical knife • specimen advice sheet

RANGE STATEMENT	
	<ul style="list-style-type: none"> • specimen jars • vacuum tubes.
<i>Reports</i> may:	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular, graphic formats • be presented in writing, in standard formats • be presented orally • include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • applying a range of strategies to problem-solving • developing practical and creative solutions to workplace problems • listening to and resolving concerns in relation to workplace issues • resolving customer concerns relative to workplace responsibilities • showing independence and initiative in identifying problems • solving problems individually or in teams • using numeracy.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3073B Implement food safety program

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain food safety in a meat processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to those intending to work as supervisors, meat inspectors and Quality Assurance (QA) officers in meat processing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify microbiological hazards for meat and meat safety	<p>1.1. Types of micro-organisms (e.g. bacteria, virus, yeast and mould) are identified.</p> <p>1.2. Major microbiological threats to meat (i.e. bacteria and relevant yeasts or moulds) are identified and assessed to determine the risk level and control requirements.</p> <p>1.3. Types of bacteria causing food poisoning and meat spoilage are identified.</p> <p>1.4. Effects of bacterial contamination in relation to food poisoning (i.e. impact on people) and food spoilage (i.e. shelf life) are identified.</p> <p>1.5. Sources of bacterial contamination are identified.</p> <p>1.6. Growth characteristics and requirements of bacteria are identified.</p> <p>1.7. Critical Control Points (CCP) and control points for prevention and control of bacterial contamination are identified.</p> <p>1.8. Control methods required to prevent or reduce microbiological hazards are determined and implemented.</p> <p>1.9. Customer and <i>regulatory requirements</i> for microbiological contamination levels are identified.</p> <p>1.10. Relevant microbiological tests are identified and test results are assessed.</p>
2. Identify chemical hazards for meat and meat safety	<p>2.1. Chemical hazards which may affect meat are identified.</p> <p>2.2. Common sources of chemical hazards or contamination are identified (e.g. cleaning chemicals and drug residues) are assessed to determine the risk level and control requirements.</p> <p>2.3. Control methods which prevent or reduce chemical contamination to acceptable levels including national programs (e.g. residue testing) are determined and implemented.</p> <p>2.4. Effects of chemical residues on meat (e.g. poisoning, tainting, and rejections) are explained.</p> <p>2.5. Chemical residue testing programs and level requirements are identified.</p>
3. Identify physical hazards on meat and	<p>3.1. Physical hazards which may affect meat are explained.</p>

ELEMENT	PERFORMANCE CRITERIA
meat products	<p>3.2. Common sources of physical hazards and/or contamination are identified and assessed to determine the risk level and control requirements.</p> <p>3.3. Control methods to prevent contamination reaching an unacceptable level are determined and implemented.</p> <p>3.4. Effects of physical hazards on meat are explained.</p>
4. Calibrate thermometers	4.1. Thermometers are calibrated according to regulatory requirements.
5. Identify the components of a Hazard Analysis Critical Control Point (HACCP)-based QA program for meat processing plants	<p>5.1. Regulatory basis for compliance with a HACCP-based QA program is identified and explained.</p> <p>5.2. Steps in the development of a HACCP program are identified and explained.</p> <p>5.3. Nature and importance of work instructions or task descriptions and operating procedures are identified and workers are coached in their implications.</p> <p>5.4. Elements of a HACCP program are identified.</p> <p>5.5. Nature and importance of Good Manufacturing Practices (GMP) and pre-requisite programs are identified.</p> <p>5.6. Mechanisms for validation, monitoring and verification are identified and explained.</p>
6. Conduct pre-operational hygiene check	<p>6.1. Pre-operational checklists are identified.</p> <p>6.2. Corrective action procedures are identified and explained.</p> <p>6.3. Pre-operational hygiene check is conducted.</p>
7. Conduct microbiological test swabbing	<p>7.1. Appropriate microbiological testing regimes are identified.</p> <p>7.2. Swabbing for microbiological testing is performed according to <i>workplace</i> and regulatory requirements.</p> <p>7.3. Microbiological test results are assessed and where necessary appropriate corrective action is taken.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- conduct a pre-operational hygiene check
- complete *reports* as required by regulators or the enterprise
- identify and culture different types of micro-organisms
- identify and describe features of major types of micro-organisms affecting the meat industry
- identify and interpret relevant regulations and Australian Standards
- identify and utilise sources of information
- apply relevant *communication* and *mathematical skills*
- calibrate a thermometer
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others and in response to changed work practices or technology
- use relevant *problem-solving skills*

Required knowledge

Knowledge of:

- aerobic and anaerobic requirements of micro-organisms
- growth traits of different types of micro-organisms
- bacterial contamination testing programs used in abattoirs
- how bacterial contamination can be prevented
- how bacterial growth can be controlled
- how hazard risk assessment is undertaken
- effect each requirement has on microbial growth
- effects of incorrect removal of contamination
- effects on microbial growth of refrigeration, handling techniques etc
- effects on microbial growth of wet carcass surfaces
- impact of chemicals on meat and meat products
- importance of food chain security and the implications of a break down in control
- symptoms, effects and means of prevention of microbial infection contamination of meat
- major sources of physical contamination
- function of the elements of a HACCP-based QA system
- major chemical contamination control programs
- major sources of chemical contamination
- monitoring and control methods employed such as inspection and metal detectors

REQUIRED SKILLS AND KNOWLEDGE

- relevant Occupational Health and Safety (*OH&S*), regulatory and workplace requirements
- elements of a HACCP-based QA program including hazard identification, control points, CCP, critical limits, control measures, preventative measures, GMP, pre-requisite programs, verification, monitoring, documentation and validation
- habitat of different types of micro-organisms and their ability to survive outside the host animal
- actions to prevent physical and chemical contamination of meat
- conditions under which food poisoning occurs
- symptoms of bacterial food poisoning
- steps to limit and remove contamination.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while complying with current HACCP and approved program regulations in an operating meat processing plant.

Context of, and specific resources for assessment

Assessment must involve reference to an actual or simulated meat processing HACCP program.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulated demonstration
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Reports</i> may:</p>	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular, graphic formats • be presented in writing, in standard formats • be presented orally • include information and mathematical data gathered, interpreted and summarised from a

RANGE STATEMENT	
	range of sources.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal and/or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation and persuasion skills • working with diverse individuals and groups • writing to audience needs.
Mathematical skills may include:	<ul style="list-style-type: none"> • calculation, estimation, collation and recording of data relating to cell counts, time, temperature, humidity, quantity, etc • interpretation of control screens and panel, dials and controls.
Problem-solving skills may involve:	<ul style="list-style-type: none"> • applying a range of strategies to problem-solving • developing practical and creative solutions to workplace problems • listening to and resolving concerns in relation to workplace issues • resolving customer concerns relative to workplace responsibilities • showing independence and initiative in identifying problems • solving problems individually or in teams • using numeracy skills .
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and, codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3074B Perform carcass Meat Hygiene Assessment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor carcass hygiene.
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Application of the Unit

Application of the unit	This unit is applicable to workers monitoring carcass hygiene either on the slaughter floor or performing a pre-boning carcass assessment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor carcass product	1.1. Samples are selected for assessment according to the approved sampling plan for sample size and frequency. 1.2. Assessment is conducted utilising appropriate facilities, lighting and time. 1.3. Products are monitored for defects according to the agreed criteria and classification. 1.4. Carcasses are scanned using the approved scanning lines. 1.5. Defects are recorded accurately using the correct forms or electronic system. 1.6. Immediate corrective action is implemented according to the Meat Hygiene Assessment (MHA) program's requirements. 1.7. Carcasses are monitored according to the <i>workplace requirements</i> for <i>hygiene and sanitation</i> , and Occupational Health and Safety (<i>OH&S</i>).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • instigate corrective actions when appropriate • monitor product for defects according to the MHA program • calculate defect ratings • <i>record</i> the monitoring results accurately • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • apply relevant <i>regulatory</i> and workplace requirements • take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- how carcase monitoring is to be undertaken
- how defect ratings are detected
- hygiene and sanitation requirements when monitoring product
- OH&S requirements when monitoring product
- types of defects to be identified on carcase product
- when and how corrective actions are to be taken in response to monitoring outcomes
- how the approved sample plan is implemented for product monitoring
- classification of defects
- purpose of an MHA program
- relevant regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while complying with:

- Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulations
- company procedures.

Context of, and specific resources for assessment

Assessment must take place in a meat processing plant under real working conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulated demonstration
- workplace demonstration of skills
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Hygiene and sanitation requirements</i> may include:</p>	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Enterprise <i>recording</i> systems may be:	<ul style="list-style-type: none"> • manual or electronic.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3075B Perform process monitoring for Meat Hygiene Assessment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor processes in a meat processing plant as part of a Meat Hygiene Assessment (MHA) program.
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Application of the Unit

Application of the unit	This unit is applicable to monitoring workers' compliance with company work instructions and Standard Operating Procedures (SOPs) as part of an MHA program.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor process	1.1.Process is monitored according to company monitoring plan. 1.2.Results are recorded accurately on appropriate process monitoring sheets. 1.3.Process is rated according to established criteria of acceptable, marginal or unacceptable. 1.4.Immediate corrective action is implemented according to MHA program's requirements. 1.5.A conformity index is calculated and recorded after each process monitoring exercise. 1.6.Process is monitored according to <i>workplace requirements</i> for hygiene and sanitation, and Occupational Health and Safety (<i>OH&S</i>).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • accurately gather monitoring data and calculate compliance ratings • use weighting and cumulative scores to calculate compliance ratings • identify when trigger points have been reached and corrective actions are to be implemented • develop corrective actions • liaise effectively with supervisors who are responsible for implementing corrective actions • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • take action to improve own work performance as a result of self-evaluation, feedback from others or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • hygiene and OH&S requirements associated with process monitoring

REQUIRED SKILLS AND KNOWLEDGE

- how the monitoring program is developed
- purpose and nature of work instructions and SOPs
- purpose of an MHA process monitoring program
- relevant OH&S, *regulatory* and workplace requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while actually complying with:

- Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulations
- company procedures.

Context of, and specific resources for assessment

Assessment must take place in a meat processing plant under real working conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulated demonstration
- workplace demonstration of skills
- workplace referee or third-party report of performance over time,

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
<p><i>Regulatory</i> requirements may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3076B Perform boning room Meat Hygiene Assessment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform quality control and Meat Hygiene Assessment (MHA) checks (or equivalent) on carton meat or offal for contamination or defects as part of a Quality Assurance (QA) program. It deals with the understanding and implementation of specifications, critical limits, tolerances and sampling programs.
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Application of the Unit

Application of the unit	This unit is applicable to QA staff responsible for MHA and quality control checks on carton meat and offal.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect samples of <i>carton meat</i> for defects	<p>1.1. Samples of product are taken from each line of product according to a pre-determined sampling plan.</p> <p>1.2. Sample is inspected for defects in accordance with <i>regulatory</i> and <i>workplace requirements</i> as established in a government approved Hazard Analysis Critical Control Point (HACCP) program.</p> <p>1.3. Defects are reported in accordance with workplace requirements.</p>
2. Assess samples against pre-determined defect tolerances	<p>2.1. Levels of defects are assessed against established tolerances.</p> <p>2.2. Samples outside tolerance are reported to supervisor and corrective action is taken.</p> <p>2.3. Sampling program is adhered to and results are recorded according to workplace requirements.</p> <p>2.4. Sampling area is kept clean and neat to avoid contamination between samples.</p> <p>2.5. Dropped meat procedures are identified and followed according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- inspect, identify and record defects
- identify defects and explain the relevant critical limits and specifications
- interpret information including details of out of tolerance samples
- take corrective action if defect tolerances are exceeded
- follow re-inspection procedures to workplace requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- defect tolerance
- procedures for reporting defects and samples outside tolerance
- sampling program and consequence of not following procedures
- relevant Occupational Health and Safety (*OH&S*) **requirements**

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while complying with:

- Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulations
- company procedures.

Context of, and specific resources for assessment

Assessment must take place in a meat processing plant under real working conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Carton meat</i> may include:	<ul style="list-style-type: none"> • meat cuts and • offal.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
<i>Mathematical skills</i> may:	<ul style="list-style-type: none"> • involve accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • involve interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • involve use of calculators and computer software packages • include operations involving percentages, comparisons and variations • require reading and interpreting analogue and digital measures (e.g. clocks, scales, pressured gauges, thermometers, cash registers) • relate to own work and work area problem-solving • involve routine estimations and calculations using a range of specified formula and procedures.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3077B Perform offal Meat Hygiene Assessment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor hygiene assessment of offal.
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Application of the Unit

Application of the unit	This unit is applicable to workers performing offal product hygiene assessment on the slaughter floor or in dedicated offal rooms.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor offal	1.1. Samples are selected for assessment according to the approved sampling plan for sample size and frequency. 1.2. Assessment is conducted utilising appropriate facilities, lighting and time. 1.3. Assessment is conducted according to <i>workplace requirements</i> . 1.4. Offal is monitored for defects according to agreed criteria and classification. 1.5. Defects are recorded accurately using the correct forms or electronic system. 1.6. Levels for triggering corrective actions are identified. 1.7. Immediate corrective action is implemented according to the Meat Hygiene Assessment (MHA) program's requirements. 1.8. Offal is monitored according to the workplace requirements for hygiene and sanitation, and Occupational Health and Safety (<i>OH&S</i>).

Required Skills and Knowledge

<p>REQUIRED SKILLS AND KNOWLEDGE</p> <p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p> <p>Ability to:</p> <ul style="list-style-type: none"> • monitor product for defects according to the MHA program • record the monitoring results accurately • calculate defect ratings • instigate corrective actions when appropriate • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • apply relevant <i>regulatory requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from other or in response to changed work practices or technology
<p>Required knowledge</p>

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- how process compliance monitoring is to be undertaken
- how the approved sample plan is implemented for product monitoring
- hygiene and sanitation requirements when monitoring product
- OH&S requirements when monitoring product
- types of defects to be identified in carcase, offal and carton product
- when and how corrective actions are to be taken in response to monitoring outcomes
- how defect ratings are detected
- classification of defects
- purpose of an MHA program
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while actually complying with:

- Australian Quarantine Inspection Service (AQIS) and/or state meat authority regulations
- company procedures.

Context of, and specific resources for assessment

Assessment must take place in a meat processing plant under real working conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation or persuasion skills • working with diverse individuals and groups • writing to audience needs.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP3081C Operate batch cooker

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers skills and knowledge required to operate a batch cooker.
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Application of the Unit

Application of the unit	This unit is applicable to workers in rendering or by-products plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Load batch cooker	<p>1.1. Batch cooker is loaded to correct quantity in accordance with <i>workplace requirements</i>.</p> <p>1.2. Implications for product quality and productivity if cooker is incorrectly loaded are explained.</p> <p>1.3. Effect on outcome of different types of raw materials is identified.</p>
2. Cook raw materials	<p>2.1. Flow into cooker is monitored.</p> <p>2.2. Temperature is monitored and adjusted in accordance with workplace and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>2.3. Outflow is monitored for workplace requirements.</p>
3. Sterilise product	<p>3.1. Pressure is applied (if appropriate) in accordance with workplace and <i>regulatory requirements</i>.</p>
4. Unload batch cooker	<p>4.1. Product is tested to ensure batch is cooked to workplace requirements.</p> <p>4.2. Effects of overcooking are identified.</p> <p>4.3. Cooker is emptied in accordance with workplace requirements.</p> <p>4.4. OH&S requirements for the operation and unloading of a batch cooker are identified and complied with.</p>
5. Monitor environmental controls	<p>5.1. Vapours are monitored to ensure they are condensed in accordance with regulatory requirements.</p> <p>5.2. Non-condensed emissions to scrubber, bio-filter and/or after burner are monitored in accordance with regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- load and unload cooker to specifications
- test product samples to ensure cooked specifications

REQUIRED SKILLS AND KNOWLEDGE

- apply *mathematical skills* to monitoring procedures
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- OH&S requirements of operating batch cooker
- operating principles of cooker
- Quality Assurance (QA) aspects of cooked product
- effects of overcooking
- implications on product quality and productivity of incorrect load in cooker

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE	
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt-12003 Australian Standard for the Hygienic Rendering of Animal Products • federal, state and territory regulations regarding meat processing.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • calculation, estimation, collation and recording of data relating to time, temperature, humidity, quantity etc • interpretation of control screens and panels, dials and controls.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3082C Operate continuous cooker

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a continuous cooker.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Feed cooker	1.1. Start-up process is carried out to manufacturer's and workplace requirements.
2. Operate and monitor cooker	2.1. Cooker is operated in accordance with work instructions. 2.2. Flow into cooker is monitored. 2.3. Level in cooker is monitored. 2.4. Temperature is monitored and adjusted in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 2.5. Outflow is monitored for workplace requirements. 2.6. OH&S requirements are identified and complied with.
3. Monitor environmental controls	3.1. Vapours are monitored to ensure they are condensed in accordance with <i>regulatory requirements</i> . 3.2. Non-condensed emissions to scrubber, bio-filter and/or after burner are monitored in accordance with regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply *mathematical* processes to monitoring procedures
- monitor temperature and make adjustments according to work instructions and product specifications
- test product samples to ensure cooked to specifications
- load and unload cooker to specifications
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- basic operating principles of cooker
- Quality Assurance (QA) requirements of operations
- effects of overcooking
- implications on product quality and productivity of incorrect load in cooker
- production problems and out-of-specification product and take corrective action

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production for that rendering plant.

Context of, and specific resources for assessment

Assessment must be conducted in a registered, operating meat rendering plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008:2001/Amdt-12003 Australian Standard for the Hygienic Rendering of Animal Products • federal, state and territory regulations regarding meat processing.
<i>Mathematical</i> processes may include	<ul style="list-style-type: none"> • calculation, estimation, collation and recording of data relating to time, temperature, humidity quantity etc • interpretation of control screens and panels, dials and controls
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3083C Operate press

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a press (batch or continuous).
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Application of the Unit

Application of the unit	This unit is applicable to workers in rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform start-up operation	1.1. Start-up operation is performed to manufacturer's and <i>workplace requirements</i> .
2. Monitor running of press	2.1. Flow of product is monitored. 2.2. Condition of press cake is monitored. 2.3. Build up of fines is monitored. 2.4. Fines are removed in accordance with workplace requirements. 2.5. Press is operated in accordance with work instructions. 2.6. Occupational Health and Safety (<i>OH&S requirements</i>) are identified and complied with.
3. Clean press and hood	3.1. Press and hood are cleaned regularly in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- load and unload press to specifications
- test product samples to ensure pressed product meet specifications
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic operating principles of the press
- implications on product quality and productivity of incorrect press
- production problems and out-of-specification product and take corrective action
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated at the normal rate of production for that rendering plant.

Context of, and specific resources for assessment

Assessment must be conducted in a registered, operating meat rendering plant.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3084C Operate wet rendering process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate wet rendering process.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a rendering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Operate metal detector	1.1.Metal detector sensitivity is checked regularly. 1.2.Metal detector is operated in accordance with <i>workplace requirements</i> .
2. Operate and maintain size reduction equipment	2.1.Mincer is operated in accordance with workplace requirements. 2.2.Knives and plates are changed daily in accordance with workplace requirements. 2.3.Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and complied with.
3. Monitor pre-heating	3.1.Start-up procedure is performed in accordance with workplace and manufacturer's requirements. 3.2.Feed rate is monitored. 3.3.In and out feed is balanced.
4. Monitor press or decanter	4.1.Press or decanter is monitored in accordance with workplace and manufacturer's specifications.
5. Monitor movement of solids to dryer	5.1.Temperature is monitored in accordance with workplace requirements. 5.2.Feed rate is monitored.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- conduct pre-start checks and maintenance procedures according to work instructions
- operate machinery according to workplace instructions
- produce a rendered product according to workplace requirements
- identify production problems and out-of-specification product and take corrective action
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic principles of wet rendering process
- operation and maintenance process
- need to change knives and plates daily and the replacement technique
- relevant regulatory requirements
- implications of not following manufacturer's instructions for operation and maintenance
- Quality Assurance (QA) requirements for rendered product

Evidence Guide

EVIDENCE GUIDE	
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<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

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Range Statement

RANGE STATEMENT	
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<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3085C Monitor boiler operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor boiler operations.
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Application of the Unit

Application of the unit	This unit is applicable to workers in rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up equipment	1.1. Equipment is checked prior to operation according to work instructions. 1.2. Cleanliness of equipment is ensured according to <i>workplace requirements</i> .
2. Operate equipment	2.1. Equipment is loaded and programmed according to work instructions. 2.2. Equipment is operated according to manufacturer's specifications and workplace requirements. 2.3. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and complied with.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate operation of boiler according to workplace requirements
- identify production problems and out-of-specification product and take corrective action
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- operation of boiler according to workplace requirements
- effect on product and health and safety of incorrectly operating boiler
- OH&S requirements in operating boiler
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
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<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE	
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Range Statement

RANGE STATEMENT	
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<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3086C Operate tallow processing plant

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to produce tallow from rendered meat product.
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Application of the Unit

Application of the unit	This unit is applicable to workers in rendering plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Press extracted tallow from cooked meal	1.1.Flow of cooked waste is monitored. 1.2.Presses are operated and monitored in accordance with work instructions. 1.3.Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and complied with.
2. Process tallow	2.1.Start-up and shut-down procedures are carried out in accordance with <i>workplace requirements</i> . 2.2.Screening of solids from tallow is monitored. 2.3.Tallow is separated. 2.4.Tallow samples are taken. 2.5.Tallow quality is visually monitored and feedback is provided to supervisor. 2.6.Work instructions for tallow production are followed. 2.7.OH&S procedures are followed.
3. Ensure the quality of tallow	3.1.Tallow specifications are identified. 3.2.Processing conditions that affect tallow quality are monitored.
4. Contain spillage	4.1.Any spillage of tallow is contained in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*
- operate the tallow processing plant to workplace requirements
- apply relevant *regulatory requirements*
- comply with OH&S requirements
- monitor quality of tallow
- monitor tallow processing
- identify production problems and out-of-specification product and take corrective

REQUIRED SKILLS AND KNOWLEDGE

action

- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- basic principles of tallow processing
- OH&S requirements associated with tallow processing plant
- Quality Assurance (QA) requirements associated with tallow processing plant
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- QA requirements
- Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act relevant regulations and Australian Standards requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3087C Operate blood processing plant

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a blood processing plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a meat rendering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process blood meal	1.1. Work instructions for processing blood are followed. 1.2. Blood from slaughter floor is pumped into feeder tanks and the quality is visually monitored. 1.3. Coagulation of blood is monitored. 1.4. Blood is dried and temperature is monitored. 1.5. Blood meal is monitored for quality. 1.6. Blood meal samples are taken for analysis. 1.7. Flow of blood for processing is regulated according to work instructions. 1.8. Routine maintenance is undertaken in accordance with workplace specifications. 1.9. Occupational Health and Safety (OH&S) requirements for operating a blood processing plant are met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability:

- operate the blood processing plant to workplace requirements
- identify production problems and out-of-specification product and take corrective action
- monitor quality of blood meal
- apply relevant **communication skills**
- work effectively as an individual and as part of a team
- apply relevant **regulatory** and **workplace requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- OH&S and Quality Assurance (QA) requirements associated with the operation of

REQUIRED SKILLS AND KNOWLEDGE

- a blood processing plant
- general principles of blood processing
- qualities of raw materials and final product
- work instructions for the operation of a blood processing plant
- relevant regulatory and workplace requirements
- workplace and customer blood meal specifications

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal rate of production for that rendering plant.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered, operating meat rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Communication skills may include:

- applying numeracy skills to workplace requirements
- listening and understanding
- reading and interpreting workplace documentation

RANGE STATEMENT	
	<ul style="list-style-type: none"> • sharing information • speaking clearly and directly.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3088C Produce rendered products hygienically

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to produce rendered product hygienically.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a rendering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Control bacteria in rendered products	1.1. Micro-organisms in meat meal are identified and their impact on quality is explained. 1.2. Risk assessment and control measures for micro-organisms are carried out. 1.3. Good housekeeping practices are implemented to minimise risk of contamination. 1.4. Critical control points are identified and control measures implemented.
2. Implement cleaning program for rendering plant	2.1. Cleaning program for raw material processing areas is explained and implemented as per work instructions. 2.2. Cleaning program for dry meal processing areas is explained and implemented as per work instructions. 2.3. Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> are identified and met.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- implement cleaning program
- apply relevant *regulatory* and *workplace requirements*
- identify production problems and out-of-specification product and take corrective action
- apply relevant *communication skills*
- assess hygiene risks and take preventative action
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- cleaning program for rendering process

REQUIRED SKILLS AND KNOWLEDGE

- relevant regulatory and workplace requirements
- critical control points for monitoring hygiene and sanitation of the process
- micro-organisms affecting meat meal and the control measures for these

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over a period of time and at a relevant rate of production.

Context of, and specific resources for assessment

Assessment must be conducted using meat and the meat must be prepared to a specification.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations
- requirements set out in AS 5008-2001/Amdt

RANGE STATEMENT	
	1-2003 Australian Standard for the Hygienic Rendering of Animal Products <ul style="list-style-type: none"> • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3089C Render edible products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate rendering equipment and produce an edible product.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a meat rendering plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and maintain equipment	<p>1.1. Pre-operational checks are performed in accordance with <i>workplace</i>, Occupational Health and Safety (OH&S) and <i>hygiene and sanitation requirements</i>.</p> <p>1.2. Routine maintenance is performed in accordance with workplace requirements.</p>
2. Monitor and control flow of raw materials	<p>2.1. Nature and quality of the raw materials is monitored to ensure compliance with workplace and <i>regulatory requirements</i>.</p> <p>2.2. Defects in raw materials are reported promptly and corrective action taken promptly in accordance with workplace requirements.</p> <p>2.3. Flow of raw materials into bulk bins and/or the processing equipment is controlled in accordance with work instructions.</p>
3. Render edible product	<p>3.1. Equipment is operated in accordance with workplace regulations, OH&S requirements and manufacturer's specifications.</p> <p>3.2. Edible product is rendered to workplace and customer specifications.</p> <p>3.3. Routine monitoring, record keeping and sampling is performed to ensure compliance with product specifications.</p> <p>3.4. Sources of potential contamination of the product are identified and preventative and corrective measures are taken in accordance with work instructions.</p> <p>3.5. Cleanliness of work area is maintained in accordance with workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- apply the regulatory requirements for the rendering of the edible product
- identify production problems and out-of-specification product and take corrective action
- render product in accordance with work instructions, hygiene and sanitation and regulatory requirements
- sample and monitor product quality to ensure product meets workplace and customer requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- regulatory requirements for the rendering of the edible product
- operating and maintenance procedures for the rendering equipment
- relevant work instructions for the operation of the equipment
- OH&S requirements for the operation of the rendering equipment
- relevant product specifications
- sampling and monitoring procedures relevant to the product
- possible sources of contamination of the product and the relevant preventative measures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over a period of time and at a relevant rate of production.

Context of, and specific resources for assessment

Assessment must be conducted using meat prepared to a specification.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- hygiene and sanitation requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3090B Implement a Quality Assurance program for rendering plant

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to implement a Quality Assurance (QA) program in a rendering plant.
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Application of the Unit

Application of the unit	This unit is applicable to workers in a rendering plant responsible for overseeing or being part of the implementation of a QA program.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement the QA program for the rendering plant	1.1. QA procedures and requirements are clearly explained to relevant personnel. 1.2. Staff are coached and monitored in the introduction of work instructions and operating procedures. 1.3. Verification and recording procedures are introduced and monitored. 1.4. Internal audit is conducted to validate the QA program.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • implement the QA program • identify and implement corrective action • verify the program using sampling, testing and auditing • mentor staff implementing the procedures • apply relevant <i>communication skills</i> • work effectively as an individual and as part of a team • apply relevant Occupational Health and Safety (<i>OH&S</i>), <i>regulatory</i> and <i>workplace requirements</i> • take action to improve own work performance as a result of self-evaluation, feedback from others or in response to changed work practices or technology.
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • hazards likely to be encountered in a rendering plant • critical control points for QA monitoring • process flow chart for the rendering operation • relevant OH&S, regulatory and <i>workplace requirements</i> • verification and validation procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated when implementing a functioning QA program.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be assessed in an operating rendering plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Communication skills may include:

- applying numeracy skills to workplace requirements
- communicating and working with diverse individuals and groups
- giving instructions
- listening and understanding
- reading and interpreting workplace documentation
- sharing information
- speaking clearly and directly.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements set out in AS 5008-2001/Amdt 1-2003 Australian Standard for the Hygienic Rendering of Animal Products • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • hygiene and sanitation requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3095B Grade beef carcasses using Meat Standards Australia standards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to grade beef to Meat Standards Australia (MSA) standards.</p> <p>It is an MSA requirement that enterprises with a Level 1 (b) licence have company graders who have a Statement of Attainment in this unit of competency or an MSA approved equivalent unit.</p> <p>Attainment of this unit does not qualify a participant for accreditation as an MSA grader. Participants must contact MSA on 1800 111 672 to organise accreditation.</p>
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Application of the Unit

Application of the unit	<p>The skills and knowledge gained from this unit allow company chiller assessors to apply to MSA for accreditation to grade beef to MSA standards.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply the <i>MSA system</i>	1.1. Consumer preferences for eating quality traits are identified. 1.2. <i>Factors impacting on eating quality</i> are identified. 1.3. The role that DNA samples have in the MSA system is identified and explained.
2. Grade beef carcasses to MSA standards	2.1. Grade codes are accurately identified and allocated. 2.2. Boning room group of a carcase is identified. 2.3. Maturity, MSA <i>marbling</i> , hump height, <i>fat distribution</i> and <i>hide puller damage</i> are assessed to MSA standards. 2.4. <i>Equipment</i> used for measuring ultimate <i>pH</i> is calibrated, maintained and operated, and calibration results are recorded. 2.5. Ultimate pH is measured. 2.6. <i>Hanging method</i> is identified. 2.7. DNA samples are collected, stored and despatched according to MSA standards. 2.8. <i>MSA graded carcase product</i> is identified 2.9. AUS-MEAT chiller assessment measurements of the carcase to be graded are recorded.
3. Operate MSA software and hardware to record grading details and generate eating quality outcomes	3.1. MSA software and hardware are accessed and operated. 3.2. Data is entered, stored, sorted, retrieved, checked and validated, interpreted and forwarded. 3.3. Grading reports and labels are generated.
4. Complete the MSA vendor declaration system	4.1. Essential information on a vendor declaration is identified. 4.2. Vendor declaration is signed. 4.3. <i>Data Capture Unit (DCU)</i> defaults are activated in accordance with the vendor declaration. 4.4. Records of MSA vendor declarations are stored in accordance with MSA requirements.
5. Stamp, ticket or label MSA graded carcase product	5.1. System for identifying graded product is identified. 5.2. Slaughter floor ticket information is applied. 5.3. Stamping of product is completed.
6. Adhere to the <i>MSA Standards Manual</i>	6.1. All aspects of <i>MSA grading</i> are completed in accordance with the Standards Manual and Licensing

ELEMENT	PERFORMANCE CRITERIA
for Grading	requirements. 6.2. Carcase is graded according to the MSA system. 6.3. Grading problems are identified and resolved.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate proficiency with all aspects of the DCU system
- demonstrate proficiency with all aspects of the *MSA model*
- describe all carcass attributes that are collected
- apply relevant communication and *problem-solving skills*
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- maintain currency of knowledge through independent research or professional development
- apply all MSA grading reports
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work effectively as an individual and as a member of a team

Required knowledge

Knowledge of:

- requirements of the MSA Standards Manual for Grading
- carcass hanging methods and their impact on eating quality
- fat distribution
- hump height and tropical breed content
- marbling
- *ossification*
- conventions of using *ZIP files*
- hide puller damage
- *essential operating conditions* for use of the MSA system, including the equipment required for grading
- importance of the DNA system to the integrity of the MSA program

REQUIRED SKILLS AND KNOWLEDGE

- information on a carcass ticket that is necessary for MSA Grading
- minimum mandatory ageing period for MSA product
- MSA vendor declaration system
- relationship between DCU, stamps, boning room groups, boning group tables and labels
- how ageing affects eating quality and how its effect is incorporated onto the MSA system
- how the carcass stamping system works
- how the MSA web site is used for feedback purposes
- pH
- AUS-MEAT chiller assessment standards
- eating quality levels in MSA
- link between carcass ticket information and grading results
- ***MSA minimum requirements***
- Palatability Analysis Critical Control Points (PACCP) approach to eating quality
- process of sampling and storing DNAs
- relationship between AUS-MEAT chiller assessment and MSA grading
- relationship between cut and cooking method
- role of boning room groups and tables
- what a CMQ4 score is
- ***minimum standards of performance***
- potential grading problems and suggest solutions
- MSA grading reports

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency is to be assessed in the workplace. Assessment is to occur under standard and authorised work practices, safety requirements and regulatory requirements.</p>
<p>Context of, and specific resources for assessment</p>	<p>Competency must be demonstrated in the grading of actual carcasses, and not simulated.</p>
<p>Method of assessment</p>	<p>Assessors will need to visit the applicant's workplace on at least one occasion. Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • evidence log book • examination of assessed product • observation of the applicant working • written tests and/or questioning. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and</p>

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	<p>The trainer and assessor must have the following qualifications:</p> <ul style="list-style-type: none"> • Statement of Attainment in MTMP3095A Grade beef carcasses using Meat Standards Australia Standards or Module 6 MSA Grading • successful completion of the AUS-MEAT chiller assessment course • successful completion of Overview of meat science relating to the eating qualities of beef, Apply meat science to eating quality, or Module 9 MSA Meat Science. <p>Trainers and assessors must also demonstrate AUS-MEAT chiller assessment and MSA grading currency.</p> <p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Usage of <i>MSA system</i> may include:	<ul style="list-style-type: none"> • backing up data • data validation • ensuring currency through regular updating • explaining MSA Producer Codes • sending files and receiving updates • updating through the MSA web site.
<i>Factors impacting on eating</i>	<ul style="list-style-type: none"> • carcase weight

RANGE STATEMENT	
quality include:	<ul style="list-style-type: none"> • fat distribution • hanging method • hide puller damage • hormonal growth inputs • hump height • milk fed vealers • MSA marbling • ossification • saleyard consignment • tropical breed content.
Marbling includes:	<ul style="list-style-type: none"> • description of what marbling is • the effect marbling has on eating quality and grading outcomes • the MSA correlation standard for marbling • the scale of measurement for marbling.
Fat distribution includes:	<ul style="list-style-type: none"> • the MSA correlation standard for fat distribution • the relationship between fat distribution and eating quality • the MSA requirements for overall fat distribution • what insufficient fat distribution can result from.
Hide puller damage includes:	<ul style="list-style-type: none"> • causes of hide puller damage • recording of hide puller damage • the MSA correlation standard for hide puller damage • the MSA requirement for hide puller damage • the relationship between hide puller damage and eating quality.
Grading equipment may include:	<ul style="list-style-type: none"> • AUS-MEAT Eye Muscle Area Grid • AUS-MEAT marbling reference • AUS-MEAT meat and fat colour chips • computer • DCU and charger • DNA samples • download cable • Hump Height reference • MSA Carcase Stamp • MSA marbling references

RANGE STATEMENT	
	<ul style="list-style-type: none"> • MSA maturity references • MSA software • pH meter and probes • steel ruler • torch kit.
<i>Hanging method</i> includes:	<ul style="list-style-type: none"> • Achilles tendon and tenderstretch through the aitch bone or through the iliosacral ligament • advantages and disadvantages of tenderstretch • the relationship between hanging method and eating quality.
<i>pH</i> includes:	<ul style="list-style-type: none"> • describing the relationship between ultimate pH and rate of pH decline • how to check battery power and change the date and time on a pH meter • identifying the pH/temperature window and the impact of missing the window on eating quality • the necessary factors needed to record calibration results • the relationship between glycogen, stress and pH • the relationship between pH and eating quality • the required intervals for calibration of both pH and temperature probes.
<i>MSA graded carcass product</i> may include:	<ul style="list-style-type: none"> • approved primals or portions from MSA carcasses that were graded in accordance with the MSA Standards Manual for Grading.
<i>DCU</i> system familiarity may include:	<ul style="list-style-type: none"> • changing tag types • changing time and date on DCU • current DCU program file and the process used to load this program • DCU defaults and their link to impact on grading results or MSA requirements • DCU fields • DCU operation and maintenance • different DCU files • different types of DCU files • entering grading data • grader codes and pin numbers for individuals • identifying and utilising DCU function keys • instances when it is necessary to load a DCU

RANGE STATEMENT	
	<p>program file</p> <ul style="list-style-type: none"> • naming and downloading DNL files • program used to download files • program used to load the DCU set up files • scanning tickets and/or manual entering of data • the main menu.
<i>MSA Standards Manual</i> for Grading includes:	<ul style="list-style-type: none"> • on farm responsibilities for MSA producers • protocol for conducting monthly declines • requirements for MSA saleyards • requirements for the boning rooms of licensed enterprises • requirements for the chilling operations of licensed enterprises • requirements for the grading operations of licensed enterprises • requirements for the livestock receipt or lairage of licensed enterprises • requirements for the loadout of licensed enterprises • requirements for the pH or temperature relationship of licensed enterprises • requirements for the slaughter floor of licensed premises.
Knowledge and application of <i>MSA grading requirements</i> must include:	<ul style="list-style-type: none"> • Grade Codes and why they are used • MSA butcher bodies and why they require labels • MSA Grade Codes and their respective criteria • MSA mandatory feedback requirements • Quinns butcher bodies • the information that must be contained on MSA carton labels • the two options for generating carton labels.
<i>MSA model</i> requirements include:	<ul style="list-style-type: none"> • MSA Standards Manual for Grading • MSA Standards Manual for Saleyards Consignment • MSA Standards Manual for MSA Trade Mark Usage.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external

RANGE STATEMENT	
	<p>customers</p> <ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • writing to audience needs.
<i>Problem-solving skills</i> may involve	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills to solve problems.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear. • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Ossification</i> includes:	<ul style="list-style-type: none"> • frosting and its impact on ossification scores • identifying the regions in which maturity is assessed • MSA minimum requirements and measurement scale for ossification • the MSA correlation standard for ossification • the relationship between connective tissue, age and growth • the relationship between maturity and eating quality.
Usage of <i>ZIP files</i> may include:	<ul style="list-style-type: none"> • backing-up files to server • creating ZIP files • checking data for errors and validating data • explaining the difference between a ZIP file and a DNL file • generating, interpreting and printing Butcher Body Labels and MSA Carton Labels • generating, interpreting and printing MSA feedback reports • logging onto MSA model and importing DNL file • using naming conventions for a ZIP file • sorting, filtering, finding a particular field, replacing and deleting data • using the three different types of ZIP files • understanding the purpose and potential applications of ZIP files • updating plant, brand and producer codes for each lot • viewing statistics for a number of options.
<i>Essential operating conditions</i> include:	<ul style="list-style-type: none"> • appropriate software and hardware • carcasses that have met AUS-MEAT pre-chiller assessment requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • establishment must be MSA licensed • grading equipment that is accurate and fully charged • MSA and AUS-MEAT reference standards.
Knowledge of <i>MSA minimum requirements</i> must include:	<ul style="list-style-type: none"> • the MSA minimum requirement for AUS-MEAT meat colour • the MSA minimum requirement for fat distribution and hide puller damage • the MSA minimum requirement for ultimate pH • the MSA minimum requirements for subcutaneous rib fat/p8 fat.
Minimum standards of performance include:	<ul style="list-style-type: none"> • currency in AUS-MEAT chiller assessment • currency in MSA grading.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP3099B Use standard product descriptions - sheep/goats

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to utilise a standardised product description language such as AUS-MEAT.
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Application of the Unit

Application of the unit	<p>This unit is designed to give workers in boning rooms an understanding of how a standardised product description system is used in a specific workplace. It can be used to improve the skills and knowledge of product description for packers, slicers and boners.</p> <p>This unit does not have to be delivered as part of an AUS-MEAT Standards Officer course (language). However it does align with the AUS-MEAT Statement of Attainment for the Sheep Specification course.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a sheep or goat carcass	1.1. Directions on a carcass using the anatomical direction format are described. 1.2. Bones relevant to meat <i>specifications</i> in a sheep or goat skeleton are located and identified. 1.3. Relevant glands and cartilage on a sheep or goat carcass are located and identified. 1.4. <i>Muscles</i> relevant to sheep or goat specifications are located and identified.
2. Identify and name meat <i>products</i> using the standard product description	2.1. Nature and format of product specifications are explained. 2.2. Meat products are correctly identified, named and spelt using the standardised cut description. 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the anatomical terms to describe cutting lines. 2.5. Necessary changes required for any given meat product to comply with the company product description are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- undertake *measurements and checking* against specification requirements
- identify non-conforming product in accordance with specifications
- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- product specification requirements
- corrective action procedures for non-conforming product
- relevant OH&S, regulatory and workplace requirements
- language specifications of sheep or goat product
- product specification points
- skeletal and anatomical structures and features of sheep or goat product to be specified

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when applying the language to actual carcasses and meat cuts.

Context of, and specific resources for assessment

Competency must be assessed in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- completion of standard AUS-MEAT assessment
- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Specifications may include:	<ul style="list-style-type: none"> • approval system • AUS-MEAT • communication • measurement • technical accuracy.
<i>Muscles</i> may include cuts from:	<ul style="list-style-type: none"> • forequarter (major) • hindquarter (major).
<i>Products</i> may include:	<ul style="list-style-type: none"> • muscle content • points of specification • product compliance • product name.
<i>Measurements and checking</i> may include:	<ul style="list-style-type: none"> • data collection • frequency • interpreting data • monitoring sheets • non-conforming product • sample size • taking measurements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding

RANGE STATEMENT	
	<ul style="list-style-type: none"> • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills to solve problems.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

RANGE STATEMENT	
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3100B Use standard product descriptions - beef

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to utilise a standardised meat product description language such as AUS-MEAT.
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Application of the Unit

Application of the unit	<p>This unit is designed to give workers in boning rooms an understanding of how a standardised product description language is used for beef products. It can be used to increase the skills of packers, slicers and boners.</p> <p>This unit does not have to be delivered as part of an AUS-MEAT course (language). However it does align with the AUS-MEAT Statement of Attainment for the Beef Specification course.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a beef carcass	1.1. Directions on a carcass using the anatomical direction format are described. 1.2. Bones relevant to meat <i>specifications</i> in a beef skeleton are located and identified. 1.3. Relevant glands and cartilage on a beef carcass are located and identified. 1.4. <i>Muscles</i> relevant to beef specifications are located and identified.
2. Identify and name meat <i>products</i> using the standard product description	2.1. Nature and format of product specifications are explained. 2.2. Meat products are correctly identified, named and spelt using the standardised cut description. 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the anatomical terms to describe cutting lines. 2.5. Necessary changes required for any given meat product to comply with the company product description are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- describe product specifications accordingly
- explain corrective action procedures for non-conforming product
- identify and apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- identify non-conforming product in accordance with specifications
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- undertake *measurements and checking* against specification requirements

Required knowledge

Knowledge of:

- product specifications points
- elements of specifications on beef product
- skeletal and anatomical structures and features of beef product

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when applying the language to actual carcasses and meat cuts.

Context of and specific resources for assessment

Competency must be assessed in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- completion of standard AUS-MEAT assessment
- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Specifications may include:	<ul style="list-style-type: none"> • approval system • AUS-MEAT • communication • measurement • technical accuracy.
Muscles may include cuts from:	<ul style="list-style-type: none"> • forequarter (major) • hindquarter (major).
Products may include:	<ul style="list-style-type: none"> • muscle content • points of specification • product compliance • product name.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • writing to audience needs.
Problem-solving skills may	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems

RANGE STATEMENT	
involve:	<ul style="list-style-type: none"> • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills to solve problems.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
<i>Measurements and checking</i> may include:	<ul style="list-style-type: none"> • data collection • frequency • interpreting data • monitoring sheets • non-conforming product • sample size • taking measurements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3101B Use standard product descriptions - pork

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to utilise a standardised product description language such as AUS-MEAT.
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Application of the Unit

Application of the unit	<p>This unit is designed to give workers in boning rooms an understanding of how a standardised product description system is used in a specific workplace. It can be used to improve the skills and knowledge of product descriptions for packers, slicers and boners.</p> <p>This unit does not have to be delivered as part of an AUS-MEAT Standards Officer course (language). However it does align with the AUS-MEAT Statement of Attainment for the Pork Specification course.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a pork carcass	1.1. Directions on a carcass using the anatomical direction format are described. 1.2. Bones relevant to meat <i>specifications</i> in a pork skeleton are located and identified 1.3. Relevant glands and cartilage on a pork carcass are located and identified. 1.4. <i>Muscles</i> relevant to pork specifications are located and identified.
2. Identify and name meat <i>products</i> using the standard product description	2.1. Nature and format of product specifications are explained. 2.2. Meat products are correctly identified, named and spelt using the standardised cut description. 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the anatomical terms to describe cutting lines. 2.5. Necessary changes required for any given meat product to comply with the company product description are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- identify and apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- identify and explain language specifications on pork product label
- identify non-conforming product in accordance with specifications
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- undertake *measurements and checking* against specification requirements

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- product specification requirements
- corrective action procedures for non-conforming product
- product specification points
- skeletal and anatomical structures and features of pork product to be specified

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions.

Method of assessment

Recommended methods of assessment include:

- completion of standard AUS-MEAT assessment
- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • approval system • AUS-MEAT • communication • measurement • technical accuracy.
<i>Muscles</i> may include cuts from:	<ul style="list-style-type: none"> • forequarter (major) • hindquarter (major).
Pork <i>products</i> may include:	<ul style="list-style-type: none"> • muscle content • points of specification • product compliance • product name.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • writing to audience needs.
<i>Problem-solving skills</i> may	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems

RANGE STATEMENT	
involve:	<ul style="list-style-type: none"> • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills to solve problems.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
<i>Measurements and checking</i> may include:	<ul style="list-style-type: none"> • data collection • frequency • interpreting data • monitoring sheets • non-conforming product • sample size • taking measurements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3102B Provide coaching

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to act as a coach to others in the workplace.
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Application of the Unit

Application of the unit	Coaching is used when experienced personnel are teamed with new recruits or employees new to a position. The role of a coach is to provide advice, support and guidance as the employee learns new tasks and skills, and becomes familiar with the position and the working environment. In many companies, this is referred to as a 'buddy' system. Coaching or buddying is used throughout the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish <i>coaching</i> relationship	1.1. Areas for development in line with organisational and individual requirements are identified. 1.2. Effective communication styles to develop trust, confidence and rapport are applied. 1.3. <i>Coaching arrangements</i> on how the relationship will be conducted are made. 1.4. Expectations and goals are agreed. 1.5. Input from <i>relevant personnel</i> is sought, if required.
2. Provide coaching support	2.1. Individual is assisted to clarify tasks, duties and other requirements associated with the position. 2.2. Individual is assisted to gain required skills and expertise through demonstration, guidance, advice and constructive feedback. 2.3. A supportive environment is provided to allow the individual to develop towards the achievement of required skill levels. 2.4. Individual is encouraged to make decisions and take responsibility for the courses of actions or solutions under consideration. 2.5. Assistance and guidance is provided in a manner that allows the individual to retain responsibility for personal performance.
3. Evaluate effectiveness of coaching	3.1. <i>Changes in the coaching relationship</i> are recognised and openly discussed. 3.2. Adjustments to the relationship are made to take account of the needs of both the coach and the individual. 3.3. <i>Feedback</i> from colleagues and other relevant personnel is sought to identify and implement improvements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- apply *communication skills* in giving, receiving and analysing feedback relevant to the process of coaching
- apply the organisation's policies, procedures and plans
- apply relevant *problem-solving skills*
- assist another individual to achieve their goals and development needs through the use of significant workplace knowledge
- create a learning environment that allows for open discussion, feedback, tolerance of mistakes during learning within a safe environment, and affirmation of the individual's worthiness
- work effectively as an individual and as part of a team
- demonstrate effective methods of coaching
- demonstrate effective planning skills to organise activities
- Identify and apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use appropriate methods and techniques for eliciting and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Required knowledge

Knowledge of:

- effective learning styles and methods of coaching
- methods for identifying development opportunities
- enterprise's Standard Operating Procedures (SOPs), work instructions and relevant regulatory requirements, and apply them to the coaching process
- principles of coaching for development of competence

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Context of and specific resources for assessment

Assessment must occur in the workplace and under normal enterprise or production conditions.

Method of assessment

Recommended methods of assessment include:

- interview with employee to evaluate coach's skills
- structured or unstructured simulations, case studies or scenarios
- workplace referee, supervisor or third-party reports of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Coaching</i> may include:	<ul style="list-style-type: none"> • acquisition of specific business competencies • progress with overall business development • workplace relationships.
<i>Coaching arrangements</i> may include:	<ul style="list-style-type: none"> • amount of time involved for both parties • confidentiality of information • identification of development opportunities • development plan towards achieving goals.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • human resources manager • OH&S personnel • supervisor or training manager • training or development officer • other members of the organisation.
<i>Changes in the coaching relationship</i> may include:	<ul style="list-style-type: none"> • achievement of goals and decision to conclude the relationship • change in the dynamic of the relationship • identification of a need for assistance from others with different skills • inability of one party to continue participation.
<i>Feedback</i> on performance may include:	<ul style="list-style-type: none"> • informal discussion • obtaining feedback from supervisors or colleagues • personal, reflective behaviour strategies • routine organisational methods for appraising

RANGE STATEMENT	
	performance.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • interpreting the needs of internal or external customers • listening and understanding • providing constructive feedback • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation and persuasion techniques • writing to audience needs.
Problem-solving skills may involve:	<ul style="list-style-type: none"> • applying a range of strategies in problem-solving • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • listening to and resolving concerns in relation to workplace issues • showing independence and initiative in identifying problems • solving problems individually or in teams • using numeracy skills to solve problems.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory</i> requirements may include:</p>	<ul style="list-style-type: none"> • animal welfare • award and enterprise agreements and relevant industrial instruments • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • relevant industry codes of practice • relevant legislation from all levels of government that impact on business operations, especially in regard to OH&S and environmental issues, EEO, industrial relations and anti-discrimination • relevant regulations • requirements in AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing • taxation.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • access and equity principles and practice • anti-discrimination and related policy • business and performance plans • confidentiality and security requirements • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • goals, objectives, plant, systems and processes • legal and organisational policy and/or

RANGE STATEMENT	
	guidelines and requirements <ul style="list-style-type: none"> • OH&S policies, procedures and programs • quality and continuous improvement processes and standards • Quality Assurance (QA) and/or procedures manuals • Standard Operating Procedures (SOPs) • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3103B Provide mentoring

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to act as a mentor to others in the workplace. Mentoring is a strategy to promote individual well-being in the workplace and to facilitate retention.
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Application of the Unit

Application of the unit	In the meat industry, mentors play a key role. Mentors may be from all areas and levels of the organisation. Mentors may be the people champions or change champions on-site. Mentors can be found in all sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish <i>mentoring</i> relationship	1.1. Areas for development are identified in line with organisational and individual requirements. 1.2. Effective <i>communication</i> styles are used to develop trust, confidence and rapport. 1.3. Mentoring arrangements on how the relationship will be conducted are made. 1.4. Expectations and goals are agreed. 1.5. Input from <i>relevant personnel</i> is sought if required.
2. Provide mentoring support	2.1. Individual is assisted to identify and evaluate opportunities to achieve agreed goals and development activities. 2.2. Personal experiences and knowledge are shared with the individual to assist in progress to agreed goals and development. 2.3. A supportive environment is provided to allow the individual to develop towards the achievement of goals. 2.4. Individual is encouraged to make decisions and take responsibility for the courses of action or solutions under consideration. 2.5. Assistance and guidance are provided in a manner that allows the individual to retain responsibility for achievement of their goals.
3. Evaluate effectiveness of mentoring	3.1. <i>Changes in the mentoring relationship</i> are recognised and openly discussed. 3.2. Adjustments to the relationship are made to take account of the needs of both the mentor and the individual. 3.3. <i>Feedback</i> from the individual and other relevant personnel is sought to identify and implement improvements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

Ability to:

- use effective planning skills to organise activities
- apply communication skills in giving, receiving and analysing feedback relevant to the process of mentoring
- apply relevant *problem-solving skills*
- assist another individual to achieve their goals and development needs using significant workplace knowledge and experience
- work effectively as an individual and as part of a team
- demonstrate effective methods of mentoring
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- demonstrate methods and techniques for eliciting and interpreting feedback
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Required knowledge

Knowledge of:

- methods for identifying development opportunities
- enterprise's Standard Operating Procedures (SOPs), work instructions and relevant regulatory requirements, and apply them to the mentoring process
- principles of mentoring
- role and benefits of mentoring
- relevant *OH&S*, *regulatory* and *workplace requirements*
- methods and techniques for eliciting and interpreting feedback

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace and under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- interview with employee to evaluate mentor's skills
- structured or unstructured simulations, case studies or scenarios
- workplace referee, supervisor or third-party reports of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>mentoring</i> may include:	<ul style="list-style-type: none"> • effective communication and problem-solving • individual and personal development • supporting 'at risk' personnel (e.g. new employees) • workplace relationships.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • interpreting the needs of internal or external customers • listening and understanding • providing constructive feedback • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation and persuasion techniques • writing to audience needs.
<i>Mentoring arrangements</i> may include:	<ul style="list-style-type: none"> • amount of time involved for both parties • confidentiality of information • identification of development opportunities • development plan towards achieving goals.

RANGE STATEMENT	
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • human resources manager • OH&S personnel • supervisor or training manager • training or development officer • other members of the organisation.
<i>Changes in the mentoring relationship</i> may include:	<ul style="list-style-type: none"> • achievement of goals and a decision to conclude the relationship • change in the dynamic of the relationship • identification of a need for assistance from others with different skills • inability of one party to continue participation.
<i>Feedback</i> on performance may include:	<ul style="list-style-type: none"> • informal discussion • obtaining feedback from supervisors or colleagues • personal, reflective behaviour strategies • routine organisational methods for appraising performance.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • applying a range of strategies in problem-solving • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • listening to and resolving concerns in relation to workplace issues • showing independence and initiative in identifying problems • solving problems individually or in teams • using numeracy skills.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • animal welfare • award and enterprise agreements and relevant industrial instruments • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • relevant industry codes of practice • relevant legislation from all levels of government that impact on business operations, especially in regard to OH&S and environmental issues, EEO, industrial relations and anti-discrimination • relevant regulations • requirements in the AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing • taxation.
<p>Workplace requirements may include:</p>	<ul style="list-style-type: none"> • access and equity principles and practice • anti-discrimination and related policy • business and performance plans • confidentiality and security requirements • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and

RANGE STATEMENT	
	plans <ul style="list-style-type: none"> • goals, objectives, plant, systems and processes • legal and organisational policy and/or guidelines and requirements • OH&S policies, procedures and programs • quality and continuous improvement processes and standards • Quality Assurance (QA) and/or procedures manuals • SOPs • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3104B Use standard product descriptions - kangaroos

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to utilise a standardised product description language.
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Application of the Unit

Application of the unit	This unit is designed to give workers in boning rooms an understanding of how a standardised product description system is used in a specific workplace. It can be used to improve the skills and knowledge of product description for packers, slicers and boners.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a kangaroo carcass	1.1. Directions on a carcass using the anatomical direction format are described. 1.2. Bones relevant to meat <i>specifications</i> in a kangaroo skeleton are located and identified. 1.3. Relevant glands and cartilage on a kangaroo carcass are located and identified. 1.4. <i>Muscles</i> relevant to kangaroo specifications are located and identified.
2. Identify and name meat <i>products</i> using the standard product description	2.1. Nature and format of product specifications are explained. 2.2. Meat products are correctly identified, named and spelt using the standardised cut description. 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the anatomical terms to describe cutting lines. 2.5. Necessary changes to any given meat product for it to comply with the company product description are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- undertake *measurements and checking* against specification requirements
- identify non-conforming product in accordance with specifications
- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- product specification requirements
- corrective action procedures for non-conforming product
- relevant OH&S, regulatory and workplace requirements
- language specifications for kangaroo products
- product specification points
- skeletal and anatomical structures and features of kangaroo product to be specified

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated applying the language to actual carcasses and meat cuts.

Context of, and specific resources for assessment

Competency must be assessed in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- completion of standard AUS-MEAT assessment
- workplace demonstration
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Specifications may include:	<ul style="list-style-type: none"> • approval system • communication • measurement • technical accuracy.
Muscles may include cuts from:	<ul style="list-style-type: none"> • forequarter (major) • hindquarter (major).
Products may include:	<ul style="list-style-type: none"> • muscle content • points of specification • product compliance • product name.
Measurements and checking may include:	<ul style="list-style-type: none"> • data collection • frequency • interpreting data • monitoring sheets • non-conforming product • sample size • taking measurements.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace

RANGE STATEMENT	
	<p>documentation</p> <ul style="list-style-type: none"> • speaking clearly and directly • sharing information • writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may	<ul style="list-style-type: none"> • enterprise-specific requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3105A Follow and implement an established work plan

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available procedures and advice. Work plans may need to be modified with supervisor/team leader agreement to suit changing conditions and priorities.
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Application of the Unit

Application of the unit	<p>Team leaders and Quality Assurance (QA) Officers in the meat industry are required to implement a wide variety of work plans such as schedules, work instructions, customer orders and daily plans. They will be required to interpret, prioritise, communicate and implement plans in the context of a team environment.</p> <p>Work and tasks may be allocated through managers, supervisors, work schedules or plans. They may be individual tasks and jobs or team function work schedules.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify work activities	1.1. Identify team tasks. 1.2. Identify work activities that are allocated to the individual. 1.3. Prioritise work activities as directed.
2. Organise daily work activities	2.1. Break work activities down into small achievable components. 2.2. Identify hazards and implement required controls. 2.3. Identify <i>regulatory</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 2.4. Identify relevant <i>workplace requirements</i> . 2.5. Record activities.
3. Follow work plan	3.1. Locate relevant Standard Operating Procedures (SOPs) and work instructions. 3.2. Undertake tasks in accordance with schedule/plan. 3.3. Maintain output in accordance with schedule/plan. 3.4. Follow prescribed and routine work related sequences.
4. Modify work plan	4.1. Identify changing needs/conditions. 4.2. Identify the safety and production implications of changes. 4.3. Seek assistance from <i>relevant personnel</i> when difficulties arise. 4.4. Review tasks and priorities in line with changing needs/conditions with a change of instruction from appropriate personnel. 4.5. Update work plan taking account of safety and production implications and communicate to appropriate personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- use communication skills appropriate to the task, including reading, writing, numeracy, listening and speaking skills
- apply relevant problem-solving skills
- work effectively as an individual and as part of a team
- interpret and apply enterprise's standard operating procedures, work instructions and relevant regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use appropriate methods and techniques for obtaining and interpreting feedback
- work effectively with individuals who have diverse work styles, aspirations, cultures and perspectives

Required knowledge

Knowledge of:

- enterprise quality, operational and safety procedures
- regulatory requirements and customer specifications
- importance of workplace documentation
- routine work planning processes
- potential safety implications of modifying the work plan
- job outcomes, standards and priorities
- equipment and processes used in the workplace
- hazards associated with the process
- methods of controlling the hazards according to procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Consistent performance should be demonstrated. In particular assessors should check that:</p> <ul style="list-style-type: none"> • hazards are identified and controlled • work schedules are interpreted and understood and instructions acted upon • relevant procedures are followed • resources and time are effectively and efficiently utilised • potential disruptions or changed circumstances are recognised and work plans modified in conjunction with relevant personnel • assistance is sought from relevant personnel when difficulties arise
<p>Context of and specific resources for assessment</p>	<p>Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations.</p>

EVIDENCE GUIDE	
	A bank of scenarios/case studies/what ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • structured or unstructured simulations, case studies or scenarios • workplace project • on-the-job demonstration • workplace referee, supervisor or third-party reports of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • award and enterprise agreements and relevant industrial instruments • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Export Control Act • AS4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • relevant industry codes of practice • relevant regulations • federal, state and territory regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) requirements set out in standards, company regulations, codes of practice etc.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • business and performance plans • confidentiality and security requirements • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • goals, objectives, plant, systems and processes • organisational policy and/or guidelines and requirements • operation of company-specific software and databases • OH&S policies, procedures and programs • quality and continuous improvement processes and standards • Quality Assurance (QA) and/or procedures manuals • SOPs • work instructions.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • Human Resources manager • OH&S personnel • supervisor or training manager • training or development officer • other members of the organisation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP3107B Perform manual chemical lean testing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform chemical lean (CL) testing on carton meat.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms taking samples and performing CL testing manually.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Take samples for testing	<p>1.1. Cartons for testing are selected according to sampling plan.</p> <p>1.2. Cartons are handled according to workplace hygiene and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>1.3. <i>Products</i> to be sampled are identified.</p> <p>1.4. Samples are taken according to <i>workplace requirements</i>.</p>
2. Test samples	<p>2.1. Pre-operational checks on scales are performed according to workplace requirements.</p> <p>2.2. Meat samples are blended according to workplace requirements.</p> <p>2.3. Scales are tared or beaker weighed according to work instruction.</p> <p>2.4. Samples are cooked and weighed according to workplace requirements.</p> <p>2.5. Samples are disposed of according to workplace requirements.</p>
3. Calculate CL	<p>3.1. CL percentage is calculated using prescribed formula.</p> <p>3.2. Cartons are withheld or released depending on CL results and workplace requirements.</p> <p>3.3. CL results are recorded and reported according to workplace requirements.</p> <p>3.4. Corrective action and retesting requirements are identified for out-of-specification product.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- accurately use of the formula for calculating CL
- apply relevant regulatory requirements

REQUIRED SKILLS AND KNOWLEDGE

- use testing scales and taring scales (if required) according to manufacturer's specifications and workplace requirements
- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- concept of CL and why it is important in specifications
- corrective actions required if CL results are not within specification
- work instruction for sampling and testing
- relevant *regulatory requirements*

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated at the normal speed of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment should be performed in an operating boning room and across the full range of product specifications.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this Unit of Competency is</p>

EVIDENCE GUIDE	
assessment	available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Products</i> may include:	<ul style="list-style-type: none"> • any carton muscle meat.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • developing practical and creative solutions to workplace problems • identifying opportunities and solutions that might not be obvious to others • solving problems individually or in teams • using numeracy skills to solve problems.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP401B Utilise refrigeration index

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to use the Refrigeration Index (RI) to validate compliance of a chilling and freezing process.</p> <p>The Export Control Orders (ECO), which came into effect in July 2005, require the validation of all chilling processes using the RI.</p>
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Application of the Unit

Application of the unit	<p>This unit is applicable to Quality Assurance (QA) staff and regulators who utilise the RI to validate compliance of a chilling or freezing process.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define the RI	<p>1.1. RI measure and the uses of predictive microbiological model are explained.</p> <p>1.2. Regulatory requirements for process compliance using the RI are identified.</p> <p>1.3. <i>Factors affecting microbial growth</i> are identified.</p> <p>1.4. RI model parameters are identified.</p>
2. Collect <i>temperature data</i> for RI	<p>2.1. Data logger is set up correctly.</p> <p>2.2. Temperature sensor is placed in <i>product</i>, taking into account the point of microbiological concern and recommended placement.</p> <p>2.3. Time-temperature data is processed into correct format for RI calculator.</p>
3. Select and define process to be validated	<p>3.1. Process is defined in terms of the output.</p> <p>3.2. Production lot is defined.</p> <p>3.3. Variables in the process are identified.</p> <p>3.4. Number of measurements to be taken is identified.</p> <p>3.5. When and where data is to be collected is identified.</p> <p>3.6. RI criteria are identified.</p>
4. Calculate RI index	<p>4.1. Software is loaded and opened.</p> <p>4.2. Correct calculator options for process being validated are selected.</p> <p>4.3. RI for process to be validated is calculated.</p>
5. Utilise RI to validate process	<p>5.1. RI is compared with ECO requirements.</p> <p>5.2. Appropriateness of the data is assessed where RI does not comply.</p> <p>5.3. Action is taken on a non-conforming process.</p> <p>5.4. Decisions are made on production disposition for a refrigeration breakdown.</p>
6. Document a validation process using the RI	<p>6.1. Purpose, process and arrangements for the validation are described.</p> <p>6.2. Data collection methods and calculation options used are described and data collected is summarised.</p> <p>6.3. Validation decision is stated.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- define a process and the relevant variables
- plan and manage the collection of data for a validation exercise
- arrange and document the validation of a chilling process using the RI
- input data into the RI index
- identify and resolve data inconsistencies
- process data into the correct format for the RI calculator
- review RI calculated and make decisions on process validation or product disposition
- apply relevant *communication* and *mathematical skills*
- maintain currency of knowledge and techniques through informal learning and personal research utilising such things as the web, industry journals, Australian Quarantine Inspection Service (AQIS) notices and conference workshops
- work effectively as an individual and as a team member when gathering data
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- growth phases of microbes
- purpose of predictive microbiological models
- how and why RI is used
- the parameters of the RI model
- product disposition using the RI
- ECO criteria for RI
- requirements for data collection
- different RI calculator options
- documentation requirements for process validation using RI
- factors affecting the growth of microbes
- meaning of log values

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated utilising the RI calculator.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment may involve processing real or simulated data.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and</p>

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Factors affecting microbial growth</i> include:	<ul style="list-style-type: none"> • lactic acid levels • lag phase • pH • temperature • time • water activity.
<i>Temperature data</i> includes:	<ul style="list-style-type: none"> • air flow • locating and siting sensors • nature and type of freezers/chillers • product being refrigerated • sites of microbial concern • time of chilling operation • worst case scenarios.
<i>Product</i> may include:	<ul style="list-style-type: none"> • beef (e.g. brisket and tongue) • game meat • lamb (e.g. legs and tongue) • mutton • other meat species or products • pork (e.g. hand and spring) • veal.
<i>Communication skills</i> may	<ul style="list-style-type: none"> • speaking clearly and directly • listening and understanding

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • communicating with people from a range of cultural, social and ethnic backgrounds • reading and interpreting workplace documentation • the preparation of documentation for a specified audience • the use of negotiation and persuasion skills, and being appropriately assertive • the sharing of information.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature and weights • graphs of microbial growth • logarithm growth rates • model parameters • percentiles • predictive models.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • ECO • hygiene and sanitation requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP402B Implement a Meat Hygiene Assessment program

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to implement all aspects of a product and process monitoring system in a slaughter floor and/or boning room.</p> <p>Process and product monitoring systems are mandatory in all meat industry export works and staff undertaking monitoring duties must be trained in these systems.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit is applicable to regulatory, Quality Assurance (QA) and supervisory staff overseeing the implementation of a Meat Hygiene Assessment (MHA) program in a meat processing plant.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor carcass product	<p>1.1. Samples are selected for assessment according to the approved <i>sampling plan</i>.</p> <p>1.2. Assessment is conducted utilising appropriate facilities, lighting and time.</p> <p>1.3. Products are monitored for defects according to the agreed criteria and classification.</p> <p>1.4. Carcasses are scanned using the approved scanning lines.</p> <p>1.5. Defects are recorded accurately using the correct forms or electronic system.</p> <p>1.6. Immediate corrective action is implemented according to the MHA program's requirements.</p> <p>1.7. Carcasses are monitored according to <i>workplace requirements</i> for hygiene and sanitation, and Occupational Health and Safety (OH&S).</p>
2. Monitor offal (where applicable to a plant's operations)	<p>2.1. Samples are selected for assessment according to the approved sampling plan.</p> <p>2.2. Assessment is conducted utilising appropriate facilities, lighting and time.</p> <p>2.3. Offal is monitored for defects according to the agreed criteria and classification.</p> <p>2.4. Defects are recorded accurately using the correct forms or electronic system.</p> <p>2.5. Levels for triggering corrective actions are identified.</p> <p>2.6. Immediate corrective action is implemented according to the MHA program's requirements.</p> <p>2.7. Offal is monitored according to the workplace requirements for hygiene and sanitation, and OH&S.</p>
3. Assess carton meat (where applicable to a plant's operations)	<p>3.1. Samples are selected for assessment according to the approved sampling plan.</p> <p>3.2. Assessment is conducted utilising appropriate facilities, lighting and time.</p> <p>3.3. Carton meat is monitored for defects according to the agreed criteria and classification.</p> <p>3.4. Defects are recorded accurately using the correct forms or electronic system.</p> <p>3.5. Levels for triggering corrective actions are identified.</p> <p>3.6. Immediate corrective action is implemented</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>according to the MHA program's requirements.</p> <p>3.7. Carton meat is monitored according to the workplace requirements for hygiene and sanitation, and OH&S.</p>
4. Monitor process	<p>4.1. Process is monitored according to the enterprise monitoring plan.</p> <p>4.2. Results are recorded accurately on the appropriate process monitoring sheets.</p> <p>4.3. Process is rated according to the <i>established criteria</i>.</p> <p>4.4. Immediate corrective action is implemented according to the MHA program's requirements.</p> <p>4.5. A conformity index is calculated and recorded after each process monitoring exercise.</p> <p>4.6. Process is monitored according to the workplace requirements for hygiene and sanitation, and OH&S.</p> <p>4.7. Results of process monitoring are tracked over time and reconciled with product monitoring outcomes.</p>
5. Analyse data gathered	<p>5.1. Product and process monitoring results are <i>plotted on simple trend charts</i>.</p> <p>5.2. Product and process monitoring results are <i>plotted on control charts</i>.</p> <p>5.3. Trends are interpreted and remedial or corrective actions are taken where necessary.</p>
6. Implement MHA program	6.1. Work instructions for monitoring activities are prepared and implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • monitor product for defects according to the MHA program • identify and resolve data inconsistencies • monitor the process for conformity with the plant's HACCP-based QA system in accordance with the MHA program

REQUIRED SKILLS AND KNOWLEDGE

- observe hygiene and sanitation requirements when monitoring product and process
- graph and interpret trends in product and process monitoring results
- instigate corrective and preventative actions when appropriate
- apply relevant *communication* and *mathematical skills*
- comply with *OH&S requirements* when monitoring product and process
- maintain currency of knowledge and techniques through informal learning, regular professional development or personal research
- work efficiently as an individual and as a team member
- identify and apply relevant OH&S and *regulatory requirements*
- provide relevant information to work colleagues to facilitate understanding of, and compliance with, the applicable standards and regulations
- record the monitoring results accurately
- take action to improve own work practice as a result of self-evaluation, feedback from others, or changed work practices, regulations or technology

Required knowledge

Knowledge of:

- purpose of an MHA program
- classification of defects
- when and how corrective actions are to be taken in response to monitoring outcomes
- types and purpose of control charts
- purpose of trend charts
- what a trend is and why it is important when monitoring process and product
- how process compliance monitoring is to be undertaken
- how the approved sample plan is implemented for product monitoring
- purpose of the process conformity index
- types of defects to be identified in carcase, offal and carton product

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be undertaken against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated when implementing a real MHA program.

Context of and specific resources for assessment

Assessment must occur in an operating abattoir or boning room.

Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Sampling plan</i> will include:	<ul style="list-style-type: none"> • frequency • sample size
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Established criteria</i> for rating the process include:	<ul style="list-style-type: none"> • acceptable • marginal • unacceptable.
<i>Plotting on simple trend charts</i> must include showing specified zones as:	<ul style="list-style-type: none"> • acceptable • marginal • unacceptable.
<i>Plotting on control charts</i> must show:	<ul style="list-style-type: none"> • specified acceptable, marginal and unacceptable zones • upper and lower critical limits.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • communicating with people from a range of cultural, social and ethnic backgrounds • reading and interpreting workplace

RANGE STATEMENT	
	<p>documentation</p> <ul style="list-style-type: none"> • speaking clearly and directly • listening and understanding • the preparation of documentation for a specified audience • the use of negotiation and persuasion skills, and being appropriately assertive • the sharing of information.
Mathematical skills may include:	<ul style="list-style-type: none"> • identifying acceptable limits, tolerances, out-of-specification performance, trends • calculation • estimation • measurements and interpretation that relate to time, temperature, moisture humidity, ratios, percentages, weight/mass/volume.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Export Meat Orders (EMOs) • hygiene and sanitation requirements • relevant regulations and Australian Standards • requirements in the AS 4969:2007 Australian Standard for the Hygienic Production and

RANGE STATEMENT	
	Transportation of Meat and Meat Products for Human Consumption <ul style="list-style-type: none"> federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP403B **Oversee plant compliance with the Australian Standards for meat processing**

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to oversee compliance with the relevant Australian Standards for meat processing in abattoirs and boning rooms.</p> <p>Some state meat authorities will require competency in this unit to prove currency when meat inspectors, who have been out of the industry for some time, seek re-registration.</p>
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Application of the Unit

Application of the unit	<p>This unit is applicable to meat inspectors, supervisors and Quality Assurance personnel responsible for ensuring a meat processing plant complies with the relevant Australian Standards.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify the major <i>regulatory requirements</i> relevant to meat processing plants supplying the domestic market</p>	<p>1.1. Relevant legislation and its application to meat processing plants is identified.</p> <p>1.2. Relevant Australian Standards called up in this legislation are identified.</p> <p>1.3. Agency responsible for the enforcement of this legislation is identified.</p> <p>1.4. Process for registration of a domestic meat processing plant is explained.</p> <p>1.5. Registration process for meat inspectors is described.</p>
<p>2. Identify and describe the requirements of the Australian Standard</p>	<p>2.1. Nature of approved arrangements and pre-requisite programs is described.</p> <p>2.2. Meat inspection requirements of the Australian Standard are described and explained.</p> <p>2.3. Disposition requirements of the Australian Standard are described and explained.</p> <p>2.4. Requirements for reporting exotic or notifiable diseases are described.</p>
<p>3. Identify government review and audit processes</p>	<p>3.1. Relevant government agencies regulating the meat industry at state level are identified.</p> <p>3.2. Review and audit processes used by the agencies to ensure compliance with the Australian Standard are described.</p>
<p>4. Oversee compliance with the Australian Standard</p>	<p>4.1. Internal verification activities for compliance are participated in.</p> <p>4.2. External review or audit is prepared for.</p> <p>4.3. External review or audit of compliance is managed.</p> <p>4.4. Corrective action requests from external or internal audits are closed out.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- apply relevant *communication* and *mathematical skills*
- identify and resolve data inconsistencies
- maintain currency of knowledge and techniques through informal learning, regular professional development and personal research
- work effectively as an individual and as a team member
- demonstrate initiative and creativity in proposing solutions and contributing to the development of appropriate actions to close out corrective action requests
- identify and apply relevant *Occupational Health and Safety (OH&S)* and *workplace requirements*
- take action to improve own work practice as a result of self-evaluation, feedback from others, or changed work practices, regulations or technology
- provide relevant information to work colleagues to facilitate understanding of, and compliance with the Australian Standards and associated regulations.
- use technology to access information, prepare reports, and to access and prepare relevant data

Required knowledge

Knowledge of:

- how to prepare for an external review or audit
- how to close out corrective action requests from external or internal audits
- requirements for meat inspection staff to work effectively as an individual and as a team member
- characteristics of exotic or notifiable diseases

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated in terms of specific legislation relevant to export or domestic meat processing plants.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the context of simulated breaches and simulated review processes. Assessment must involve utilising the current Australian Standards.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • Export Control Orders (ECOs) • hygiene and sanitation requirements • relevant regulations and Australian Standards • AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory legislation and regulations regarding meat processing.
<p><i>Communication</i> skills may include:</p>	<ul style="list-style-type: none"> • speaking clearly and directly; listening and understanding • communicating with people from a range of cultural, social and ethnic backgrounds • reading and interpreting workplace-related documentation • the preparation of documentation for a specified audience • the use of negotiation and persuasion skills, and being appropriately assertive • the sharing of information.

RANGE STATEMENT	
Mathematical skills include:	<ul style="list-style-type: none"> • graphs of microbial growth • logging of arithmetic growth rates • model parameters • percentiles • predictive models • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Workplace requirements will include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP404B Apply meat science

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to apply meat science to the eating quality of meat and to interpret scientific data to predict probable impacts on meat eating quality.</p> <p>It is a Meat Standards Australia (MSA) requirement that enterprises with a licence Level 1(b) have a MSA Coordinator who has completed this unit or a MSA approved equivalent unit.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>The skill and knowledge gained from this unit will enable a person to interpret meat processing data and to recommend improvements to management to control and enhance the eating quality of meat products.</p> <p>This unit is suitable for people working in the red meat industry in a Quality Assurance (QA) or management role.</p> <p>MSA requirements include adherence to the MSA Standards Manual for Grading, the MSA Standards Manual for Saleyards Consignment and the MSA Standards Manual for Trade Mark Usage.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply knowledge of muscle structure and biochemistry to meat quality and the factors that affect it	1.1. Biological mechanisms (both pre and post slaughter) that affect meat quality in beef are explained. 1.2. Pattern of tissue development in the body and the pattern of deposition within the muscle and fat depots within the body are identified including the composition of fat in depots and the extent it can be manipulated by production factors. 1.3. Structure of skeletal muscles in terms of the myofibre and connective tissue components and the effect that these structures have on eating quality is identified. 1.4. Biochemical events that occur in muscle early post-mortem and their significance in subsequent meat quality are identified.
2. Identify the <i>production and pre-slaughter factors that affect meat quality</i>	2.1. Impacts of production factors on meat quality are identified. 2.2. Pre-slaughter factors are explained.
3. Identify the <i>processing factors that impact on eating quality</i>	3.1. pH/temperature window and how it impacts on palatability is explained. 3.2. Role of electrical stimulation in controlling the rate of glycolysis in the carcass is described. 3.3. Impact of stretching the muscles pre-rigor on palatability is explained. 3.4. Process of ageing, its impact on tenderness and methods for extending the storage life of fresh meat including the application of packaging technologies is described. 3.5. Impact of cooking on the palatability of meat is described.
4. Describe quality attributes of meat	4.1. Factors that control the changes in colour in fresh meat are identified. 4.2. Development of marbling fat and its impact on palatability in the carcass is described. 4.3. Impact of drip on both the appearance and palatability of meat is explained.
5. Identify and evaluate the MSA cuts based grading scheme	5.1. Palatability Analysis Critical Control Points (PACCP) approach to meat grading is explained. 5.2. Principles behind the development of the MSA

ELEMENT	PERFORMANCE CRITERIA
	<p>carcase pathways system, including tasting protocols, are described.</p> <p>5.3. Impact of the various production, processing and value-adding inputs on the palatability of beef using the MSA model are established.</p> <p>5.4. Potential benefits of a cuts-based grading system to the various sectors of the industry are evaluated.</p> <p>5.5. Alternative grading schemes and their various grade attributes are analysed.</p>
6. Interpret and analyse data to predict probable impacts on meat eating quality	<p>6.1. Probable impacts of production and processing on meat quality are predicted.</p> <p>6.2. Potential solutions for eating quality problems are identified.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication skills*
- collate and analyse eating quality *data*
- maintain currency of knowledge through independent research or professional development
- identify and apply relevant *OH&S, regulatory* and *workplace requirements*
- identify and recommend improvements that could be made to improve meat eating quality to management
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- consumer taste testing protocols and how they have been used to set grade standards and develop the cuts-based grading system
- factors that control the changes in colour in fresh meat and other quality factors including drip and marbling which impact on both appearance and palatability
- factors that occur between the knocking box and chiller assessment and their

REQUIRED SKILLS AND KNOWLEDGE

- impact on meat palatability
- visual and palatability attributes of meat quality that are important to customers
- physical and chemical changes that occur in the cooking of meat
- anatomical and biochemical determinants of meat palatability
- factors in animal husbandry, transport, lairage, slaughter, carcass storage, packaging, further processing and cooking that will impact on tenderness and palatability
- *minimum standards of performance*

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Competency must be assessed in the workplace or under simulated conditions. Assessment is to occur under standard and authorised work practices, safety requirements and regulatory requirements.

Method of assessment

Recommended methods of assessment are:

- evidence log book
- observation of the applicant working
- workplace referee or third party report of performance over time
- written tests and/or questioning.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Production and pre-slaughter factors that affect meat quality</i> may include:</p>	<ul style="list-style-type: none"> • breed • growth path • glycogen depletion • high pH • Hormonal Growth Promotants (HGPs) • stress and stress reduction techniques.
<p><i>Processing factors that affect meat eating quality</i> may include:</p>	<ul style="list-style-type: none"> • ageing • anatomical factors • biochemical factors • cooking methods • electrical stimulation • fat distribution • grain feeding • growth rate or path • hanging method • hormonal growth promotants • marbling • packaging methods • Pale Soft Exudative (PSE) • pH • post mortem shortening • social regrouping of cattle

RANGE STATEMENT	
	<ul style="list-style-type: none"> • starvation • stress • temperature • time and temperature of cooking process • transport • tropical breed content.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.
<i>Data</i> includes:	<ul style="list-style-type: none"> • ageing requirements • AUS-MEAT chiller assessment results, transport times • chiller cycles • lairage duration and conditions • MSA grading results • processing conditions, such as stimulation and other electrical inputs • time across the slaughter floor.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Minimum standards of performance</i> include:	<ul style="list-style-type: none"> • ability to identify areas where changes in management could potentially improve eating quality • analysis of data to present management with possible solutions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMP405B Conduct and validate pH/temperature declines to Meat Standards Australia standards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to accurately calibrate and maintain pH equipment, conduct pH and temperature declines and weekly monitoring, as well as to validate results to ensure conformance to the pH and temperature window. It is a licence requirement for Meat Standards Australia (MSA) enterprises to achieve the pH and temperature window.
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Application of the Unit

Application of the unit	The skills and knowledge gained from this unit allow operatives to monitor pH or temperature window to AUS-MEAT and MSA standards. This unit is suitable for people working in Quality Assurance (QA) or a company grading role.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Operate</i> and calibrate <i>pH equipment</i>	1.1. Temperature calibrations are conducted. 1.2. pH calibrations are conducted.
2. Conduct monthly and weekly monitoring of the pH or temperature window	2.1. Correct technique for pH and temperature measurement is demonstrated. 2.2. Necessary information for validating monitoring is collected. 2.3. Valid and sufficient readings are collected. 2.4. Results are recorded and reported.
3. Analyse results of pH and temperature monitoring	3.1. Effects of heat shortening and cold shortening are recognised. 3.2. pH and temperature window is identified.
4. Suggest corrective action plans if window conformance is not achieved	4.1. Factors impacting on pH or temperature window conformance are identified and evaluated. 4.2. Reasons for non-conformance are identified. 4.3. Trials to achieve window conformance are conducted.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • collect information on live animals to be used in pH and temperature monitoring • conduct monthly and weekly monitoring of the pH and temperature window • observe, time and follow carcasses through the slaughter floor recording the following: <ul style="list-style-type: none"> • carcass information • chiller number • immobiliser information (if applicable) • rigidity probe information (if applicable) • stimulation information (if applicable) • time into the chiller

REQUIRED SKILLS AND KNOWLEDGE

- time stunned
- analyse results to verify conformance
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- generate individual and lot average graphs to show pH and temperature window conformance
- identify and apply relevant *Occupational Health and Safety (OH&S), regulatory* and *workplace requirements*
- Improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- maintain currency of knowledge through professional development or self-directed research
- operate and calibrate pH and temperature readings
- suggest corrective action procedures

Required knowledge

Knowledge of:

- the scope and nature of *MSA standards*
- how electrical stimulation impacts on pH decline
- impact chilling factors have on the *rate of pH and temperature decline*
- how the time it takes a carcass to reach the chiller can impact on the rate of pH decline
- pH and temperature window
- how cold shortening occurs and the characteristics of cold shortened product
- how heat shortening occurs and the characteristics of heat shortened product
- how other electrical inputs can impact on the rate of pH decline
- the impact the temperature of the slaughter floor can have on the rate of the pH and temperature decline
- what glycogen is and the relationship between stress and pH
- what pH is and why pH is important for eating quality

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>The application of competency is to be assessed in the workplace. Assessment is to occur under standard and authorised work practices, safety requirements and regulatory requirements.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • evidence log book • examination of results of monitoring she or he has conducted • observation of the applicant working • written tests and/or questioning. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and</p>

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Essential <i>operating</i> conditions include:	<ul style="list-style-type: none"> calibrated pH equipment carcasses to be used must be followed across slaughter floor and into chiller.
<i>pH equipment</i> will include:	<ul style="list-style-type: none"> buffer solutions of a known pH (one at 6.88 and one at 4.00) certified mercury in a glass thermometer icy water (approximately 0°C) pH meters and probes potassium chloride solution or gel water (approximately 40°C).
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> listening and understanding speaking clearly and directly reading and interpreting workplace-related documentation sharing information using negotiation, persuasion and assertiveness skills writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

RANGE STATEMENT	
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and apron • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>MSA standards</i> include:	<ul style="list-style-type: none"> • MSA Standards Manual for Saleyards Consignment • MSA Standards Manual for Grading • MSA Standards Manual for Trade Mark Usage • AUS-MEAT procedure 'Controlled pH

RANGE STATEMENT	
	Decline System - pH temperature window conformance monitoring'.
Factors impacting on the <i>rate of pH and temperature decline</i> include:	<ul style="list-style-type: none"> • carcass weight and fat coverage • chilling cycle • electrical stimulation and other electrical inputs • feed type of live animal • glycogen levels in the live animal • lairage duration • length of the processing chain • seasonal effect • sources of cattle - direct consignment/saleyard • temperature of the slaughter floor • transit type of live animal.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP406A Develop and implement Quality Assurance program for a rendering plant

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop and implement a Quality Assurance (QA) program for a rendering plant.
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Application of the Unit

Application of the unit	This unit is aimed at giving the trainee the skills and knowledge necessary to develop and implement a QA program in a rendering plant. Trainees should have access to, or employment in the rendering sector. This must enable interaction between staff and the trainee and a detailed understanding of the rendering process.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a QA program for rendering plant	1.1. Process flow chart is developed for rendering plant. 1.2. Control and Critical Control Points (CCPs) are identified. 1.3. Procedures to be carried out at control and CCPs are identified. 1.4. Critical limits are validated. 1.5. Operations manual, monitoring sheets and verification procedures are developed.
2. Implement the QA program at the rendering plant	2.1. QA procedures and requirements are clearly explained to relevant personnel. 2.2. Staff are coached and mentored in the introduction of work instructions and operating procedures. 2.3. Verification and recording procedures are introduced and monitored. 2.4. Internal audit is conducted to verify program.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • develop a QA program that meets <i>regulatory</i> and <i>workplace requirements</i> • develop an implementation plan • develop and document work instructions and Standard Operating Procedures (SOPs) • establish and validate critical limits • explain the process flow chart for the rendering operation • form, instruct and lead a Hazard Analysis Critical Control Point (HACCP) team • identify and observe <i>Occupational Health and Safety (OH&S)</i> requirements where applicable • identify corrective action • identify CCPs for QA monitoring • identify hazards • implement the QA program

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• mentor staff implementing the procedures• prepare a HACCP chart for rendering operations• use relevant <i>communication skills</i>• verify the program using sampling, testing and auditing |
|--|

Required knowledge

Knowledge of:

- | |
|--|
| <ul style="list-style-type: none">• verification and validation procedures |
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Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidates must be able to develop QA programs that must meet the requirements of current Australian Standards and relevant legislation.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment can be conducted in actual or simulated environments.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory</i> requirements may include:</p>	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP407B Supervise new recruits

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to support, mentor and develop new recruits. It includes an understanding of the roles and responsibilities of first line managers in defining and communicating expectations, providing an appropriate learning environment, and providing mentoring and feedback to support the retention and development of new recruits
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Application of the Unit

Application of the unit	This unit applies to people with responsibility for supervising, developing and managing new recruits. Typically this would apply to first line managers including supervisors. It may also apply to team leaders.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Communicate work requirements and expectations	1.1. Information requirements of new recruits are identified. 1.2. Company policies, performance requirements and responsibilities are communicated to new recruits. 1.3. Information is made available in formats appropriate and accessible to new recruits. 1.4. Communication methods take into account the purpose and the audience, including social and cultural diversity . 1.5. Appropriate work behaviours and procedures are modelled in personal conduct. 1.6. Individual and team issues relating to developing and managing new recruits are identified, facilitated and resolved within level of responsibility.
2. Provide a learning environment for new recruits	2.1. Learning and development plans for new recruits are established and monitored in conjunction with human resources personnel. 2.2. Resources required to support informal and formal learning and training in the work area are estimated and secured. 2.3. Implementation of workplace policies is monitored to ensure the workplace and learning environment conforms with industrial, customer and legal requirements. 2.4. Opportunities for new recruits to develop and apply skills and knowledge are arranged. 2.5. Patterns of work organisation and job rotation are established to reinforce learning.
3. Provide regular and timely feedback on performance	3.1. Progress and performance of new recruits is monitored. 3.2. Signs of poor or unacceptable practices are identified. 3.3. Reasons for poor or unacceptable performance are investigated. 3.4. Structured feedback is provided to new recruits. 3.5. Strategies to address the performance gap are identified and agreed with the new recruit. 3.6. Progress and/or taking appropriate follow up action is confirmed through ongoing monitoring.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply appropriate communication skills to facilitate resolution of issues and ***manage conflict*** to resolve disagreements or disputes
- apply interpersonal skills including appropriate questioning, listening and feedback techniques
- maintain currency of knowledge and techniques through informal learning, regular professional development or personal research
- ensure that appropriate behaviour or procedures are consistently observed by all personnel in the work area
- ensure that new recruits have adequate opportunities to learn, apply and practice new skills and knowledge
- ensure that relevant and appropriate information is available to new recruits in the work area to describe behaviour and performance expectations. This includes information on policies and procedures, corporate values and production targets or work outcomes required of the work role
- establish effective relationships with new recruits in the work area
- foster effective teamwork by recognising and utilising the strengths of individuals
- identify and apply relevant ***Occupational Health and Safety (OH&S), regulatory and workplace requirements***
- identify legal requirements and responsibilities of self and the company in managing new recruits
- identify and conform with enterprise and employee obligations under ***industrial arrangements*** and ***training agreements*** relating to the provision of (workplace) training
- investigate causes of poor or unacceptable work performance in consultation with new recruits
- model behaviour consistent with company policies and procedures
- monitor individual performance, identify ***performance gaps and develop strategies*** in consultation with human resources personnel
- monitor progress towards achieving agreed conduct and/or performance improvements
- plan and undertake structured feedback or appraisal of new recruits
- provide regular feedback to new recruits to foster confidence and appropriate workplace behaviours
- take action to improve own work practice as a result of self-evaluation, feedback

REQUIRED SKILLS AND KNOWLEDGE

from others, or changed work practices, regulations or technology

Required knowledge

Knowledge of:

- workplace feedback and performance management systems and responsibilities in the workplace, including personal level of authority for performance counselling and disciplinary procedures
- Equal Employment Opportunities (EEO) legislation
- conflict management techniques
- workplace policies and procedures.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended forms of assessment are:</p> <ul style="list-style-type: none"> • assignment • debrief • quiz of underpinning knowledge • simulation • workplace project • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and</p>

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Communication</i> may include:	<ul style="list-style-type: none"> • interpretation and sensitive handling of non-verbal and visual clues and cues • non-verbal communication, including the use of signs, signals, symbols and pictures • speaking clearly and directly; listening and understanding • reading and interpreting workplace-related documentation • writing to audience needs • sharing information • use of negotiation and persuasion skills, and being appropriately assertive. • showing empathy.
<i>Diversity</i> of individuals may include:	<ul style="list-style-type: none"> • ability • age • ethnicity, culture • gender • language group • social and economic background.
<i>Resources</i> may include:	<ul style="list-style-type: none"> • equipment (e.g. maintenance, purchase, type, quantity and function) • finance (e.g. capital and cash flow) • ingredients and materials (e.g. supply,

RANGE STATEMENT	
	<p>quantity, storage and rotation)</p> <ul style="list-style-type: none"> • personnel (e.g. staffing levels, shifts and allocation to work areas) • specialist advice (e.g. industry associations, media organisations and marketing agencies).
Structured feedback may include:	<ul style="list-style-type: none"> • performance appraisal • structured interviews.
Conflict management may include:	<ul style="list-style-type: none"> • referral to more senior management and/or relevant industrial parties where conflicts are unable to be resolved.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • environmental and waste management • equal opportunity, anti-discrimination and sexual harassment • hygiene and sanitation requirements • industrial awards and agreements • OH&S • relevant regulations and Australian Standards.
Workplace requirements will include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Industrial arrangements</i> may include:	<ul style="list-style-type: none"> • consultative processes • industrial agreements, awards, training agreements • pay scales and entitlements, qualifications, classification.
<i>Training agreements</i> and contracts may include:	<ul style="list-style-type: none"> • cadetships • internships • traineeships and apprenticeships • training arrangements included in industrial agreements.
<i>Strategies to address performance gap</i> may include:	<ul style="list-style-type: none"> • a clear statement of the problem, an explanation of why it is a problem, and the action or change required to address the problem and any follow up action required • a formal interview to counsel a new recruit on poor performance.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP408A Inspect transportation container/vehicle

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to apply regulatory and workplace requirements for the inspection of meat transport containers and vehicles.
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Application of the Unit

Application of the unit	Inspection of containers and trucks prior to the transport of meat products is a mandatory requirement and is undertaken by meat safety and/or Quality Assurance (QA) officers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Inspect meat transport <i>container</i> or vehicle	<p>1.1. Regulatory and workplace requirements for vehicles and containers are identified.</p> <p>1.2. Sources of potential contamination are identified and explained.</p> <p>1.3. Meat transport vehicle or container is inspected for compliance with licensing requirements.</p> <p>1.4. Meat transport vehicle or container is inspected for compliance with regulatory and workplace requirements.</p> <p>1.5. Corrective action is taken if vehicles or containers do not meet workplace or regulatory requirements.</p> <p>1.6. Reports are completed to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply **mathematical applications** where relevant
- complete **literacy and numeracy** tasks to a standard required in the workplace
- work effectively as an individual and as part of a team
- follow enterprise and regulatory inspection procedures for meat transport vehicles
- identify non-conformance in hygiene and sanitation, **Occupational Health and Safety (OH&S)** and licensing requirements
- prepare reports clearly and concisely in standard formats
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- take corrective action if vehicle or container does not meet workplace or regulatory requirements

Required knowledge

Knowledge of:

- potential sources of contamination
- regulatory and enterprise hygiene and sanitation requirements related to inspection

REQUIRED SKILLS AND KNOWLEDGE

of meat transport vehicles or containers

- licensing and registration requirements for meat transport vehicles

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidates must be able to implement current regulatory requirements.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment has to utilise actual containers or vehicles for inspection activities.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • verified work log or diary • workplace demonstration of competency for the assessor • workplace project • workplace referee or third party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Types of <i>container</i> or vehicle may include those used in transport by:	<ul style="list-style-type: none"> • air • rail • ship • truck.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Reports may be:	<ul style="list-style-type: none"> • diagrammatic, sketch, tabular, graphic • prepared using information and mathematical data from a range of sources • presented in writing and in standard formats • presented orally.
Mathematical applications may:	<ul style="list-style-type: none"> • include calculation, estimation, collation and recording of data • involve the use of a calculator or other electronic aid • relate to percentages, decimal numbers, time, temperature, humidity, quantity, frequency, ratio, viscosity and density.
Literacy and numeracy tasks include:	<ul style="list-style-type: none"> • accurate transcription and collation of data from a variety of sources • recognition and interpretation of signs, symbols, codes, numbers.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP409A Maintain abattoir design and construction standards

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assess the suitability of abattoir design and construction.
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Application of the Unit

Application of the unit	This unit is applicable to those who review and approve abattoir designs. It will also be applicable to those whose responsibilities include planning new meat establishments or extensions to existing plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess a proposed site for a meat processing plant	<p>1.1. Identify workplace production requirements.</p> <p>1.2. Site suitability for a meat processing establishment is assessed in terms of meeting all regulatory requirements.</p> <p>1.3. Factors that will affect all key stakeholders in the site are identified.</p>
2. Assess the design and construction of a proposed meat processing establishment	<p>2.1. All regulatory requirements and importing country requirements, where relevant, for the design and construction of meat processing establishments are identified and applied to the design.</p> <p>2.2. Statutory and practical requirements for Quality Assurance (QA), animal welfare, Occupational Health and Safety (OH&S), and hygiene and sanitation are identified and applied to the design.</p> <p>2.3. Design is assessed in terms of achieving an effective and efficient product flow and separation of edible and inedible products.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • assess plans for a meat processing establishment against regulatory requirements • describe the layout, operation and product flow of a range of meat processing establishments • identify elements of production process design that demonstrate efficient, hygienic and practical production procedures for edible and inedible products • consult with relevant stakeholders to ensure all requirements are addressed • work effectively as an individual and as part of a team • identify and apply relevant workplace requirements • interpret flow charts and plans relating to the design and construction of meat processing plants • prepare reports relevant to the task • take action to improve work performance as a result of self-evaluation, feedback

REQUIRED SKILLS AND KNOWLEDGE

from others and in response to changed work practices or technology

- use relevant *communication skills*

Required knowledge

Knowledge of:

- quality principles in relation to cleaning and repair of plant and equipment
- relevant statutory requirements for design and construction of abattoirs to meet hygienic production, OH&S and animal welfare requirements
- critical points in meat processing establishments that relate to design

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Plans are assessed in simulated situations but must be assessed against current legislation and codes.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must be undertaken utilising realistic plans for slaughtering or boning facilities.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • assignment • debrief • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration • workplace project • workplace referee or third party report of performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
Stakeholders may include:	<ul style="list-style-type: none"> • Australian Quarantine and Inspection Service (AQIS) • Environmental Protection Authority (EPA) • health departments • local councils • 'market' • state meat authorities • utility authorities.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP410A **Oversee humane handling of animals**

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to oversee the handling and, where applicable, the slaughtering of animals by a range of company personnel and/or government inspection staff to meet regulatory requirements.
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Application of the Unit

Application of the unit	Ensuring animals are handled and slaughtered humanely is the responsibility of both regulatory authorities and the companies involved. This unit is therefore applicable to meat safety officers, lairage supervisors and Quality Assurance (QA) officers in meat processing establishments, livestock transport and saleyard staff.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Oversee the humane handling of <i>animals</i>	1.1. Animal welfare requirements are identified in legislation, regulation and workplace procedures. 1.2. <i>Handling of animals</i> is overseen in accordance with <i>workplace</i> and <i>regulatory requirements</i> . 1.3. Procedures for minimising stress and preventing injury are monitored.
2. Oversee the humane <i>emergency kill</i> or <i>slaughter of animals</i>	2.1. Effective restraint, where appropriate, and <i>stunning</i> or emergency kill of animals is overseen to ensure compliance with workplace and regulatory requirements. 2.2. Bleeding of animals is overseen to ensure compliance with workplace and regulatory requirements, where applicable. 2.3. Monitoring of bleed chain insensibility is overseen to ensure compliance with workplace and regulatory requirements, where applicable.
3. Oversee facilities, equipment and people involved with the handling of animals	3.1. Facilities, equipment and people handling and slaughtering animals are overseen in accordance with workplace and regulatory requirements. 3.2. Bruising and/or hide or pelt damage data is monitored and corrective action is taken where appropriate.
4. Handle contingencies	4.1. Handling of sick or injured stock is overseen in accordance with workplace and regulatory requirements. 4.2. Handling of wild or uncooperative animals is overseen in accordance with workplace and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- ensure bruising and/or hide or pelt damage due to livestock handling is minimised
- ensure stock handlers remain calm and are not injured or put at risk of injury
- ensure stress in animals is minimised through correct handling
- explain the consequence of incorrect animal handling techniques
- explain why correct animal handling helps ensure that meat attains an acceptably low ultimate pH (i.e. high pH meat, caused by stressed animals and depleted glycogen stores, is avoided)
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- monitor the handling of livestock to ensure it occurs without injury to animal or worker
- identify sick and injured stock
- identify features of effective restraint, stun and bleed and/or oversee humane emergency kill
- monitor bleed chain insensibility, where applicable
- plan the movement of stock to meet production requirements and minimise stress
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- regulatory and workplace requirements for the humane handling and slaughtering of animals
- animal welfare standards and regulations
- strategies to minimise stress to livestock
- the stunning and bleeding process and/or emergency kill requirements
- causes of ineffective stunning and bleeding
- regulatory and workplace requirements for monitoring stunning and bleeding

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated against the current animal welfare codes and regulations. Part of the assessment must involve working with livestock handling in stockyards or a slaughtering premises. This may take the form of supervising or auditing livestock handling or slaughtering operations.

Context of and specific resources for assessment

Assessment must be conducted in working stockyards and or slaughtering premises.

Method of assessment

Recommended methods of assessment are:

- assignment
- quiz of underpinning knowledge
- verified work log
- workplace demonstration
- workplace project
- workplace referee or third party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher nor less than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Animals</i> may include:	<ul style="list-style-type: none"> • all ages, species and breeds of livestock handled in an establishment for slaughter • livestock of various temperaments from very tame to wild • livestock unused to human contact or any handling procedures.
<i>Handling of animals</i> may include:	<ul style="list-style-type: none"> • all activities in the supply chain up to and including the knocking box or where live animals are killed, including handling in lairage, yards and pens, as well as the loading, transporting and unloading of livestock.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Regulatory requirements may include:	<ul style="list-style-type: none"> • domestic and importing country animal welfare codes, guides and legislation • Export Control Act • federal and state regulations regarding meat processing or animal welfare • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Emergency kill applies to:	<ul style="list-style-type: none"> • the emergency slaughter of injured or sick animals being held in lairage or while in transport.
Slaughter of animals applies to:	<ul style="list-style-type: none"> • the stunning and bleeding of animals in the slaughter process.
Stunning includes the use of:	<ul style="list-style-type: none"> • gas chambers • electrical stunning • rifles • captive bolt guns • any other process approved by the responsible authority.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements being appropriately assertive empathising establishing/using networks interpreting the needs of internal/external customers listening and understanding negotiating responsively persuading effectively reading and interpreting workplace-related documentation sharing information speaking clearly and directly working with diverse individuals and groups writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMP411A Inspect game meat

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect field-shot game meat during processing.
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Application of the Unit

Application of the unit	This unit is only applicable to those inspecting field-shot game carcasses in a processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Describe <i>game meat</i> classification requirements	<p>1.1. Animal habitat is identified to <i>workplace requirements</i>.</p> <p>1.2. Game meat is identified and classified in accordance with workplace and <i>regulatory requirements</i>.</p>
2. Identify distinguishing characteristics and features of game animals	<p>2.1. Differences between game and non-game species are identified.</p> <p>2.2. Structure, locations and function of varying body systems are identified.</p> <p>2.3. Organoleptic or sensory differences between game and non-game animals are identified.</p>
3. Inspect game meat	<p>3.1. Game meat is inspected in accordance with regulatory requirements, hygiene and sanitation, and Occupational Health and Safety (OH&S) standards.</p> <p>3.2. Abnormalities in game meat are detected and identified.</p> <p>3.3. Major diseases and defects of game are identified.</p> <p>3.4. Carcase parts and organs are examined during inspection, according to workplace and regulatory requirements.</p> <p>3.5. Dispositions are made according to regulatory and workplace requirements.</p> <p>3.6. <i>Reporting and recording</i> requirements are completed.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • list the main game meat animals • list and describe major diseases and defects of game • identify and apply relevant <i>OH&S requirements</i> • inspect game meat in accordance with workplace and regulatory requirements • identify abnormalities or diseases in game meat

REQUIRED SKILLS AND KNOWLEDGE

- access and explain regulatory requirements for game meat inspection
- complete *mathematical operations* required to calculate or establish regulatory compliance
- identify appropriate learning resources useful when working with unfamiliar species
- identify sources of contamination and take corrective action
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*
- work with processing team to ensure carcasses are presented correctly and in a timely manner

Required knowledge

Knowledge of:

- requirements to enable animal or carcase to be classified as game
- basic structure of game animals
- regulatory requirements for handling game meat
- distinguishing characteristics and features between the game and non-game animal

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency need only be demonstrated on the inspection of one game species.

Context of and specific resources for assessment

Assessment must include utilising field-shot wild game carcasses.

Method of assessment

Recommended methods of assessment are:

- assignment
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Game meat</i> may include:	<ul style="list-style-type: none"> • feral pigs • kangaroos • wallabies • any other game-shot animal.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • domestic and importing country requirements • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

RANGE STATEMENT	
<i>Reporting and recording</i> may:	<ul style="list-style-type: none"> • be oral, written (with accurate transcription) • be manual or electronic • be complex and contain information from a range of sources • include graphs, tables, charts, diagrams • include technical workplace and mathematical language and data.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Mathematical operations</i> may include:	<ul style="list-style-type: none"> • acceptable limits, tolerances, out-of-specification performance, trends • calculation • estimation • measurement and interpretation, and relate to time, temperature, moisture humidity, ratios, percentages, weight, mass, or volume • the use of calculators or electronic aids.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external

RANGE STATEMENT	
	customers <ul style="list-style-type: none"> • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP412A Inspect poultry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect poultry.
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Application of the Unit

Application of the unit	This unit is applicable to meat inspection and Quality Assurance (QA) staff responsible for performing ante-mortem and post-mortem inspection of poultry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify conditions of <i>poultry</i>	1.1. Anatomical characteristics of poultry are identified. 1.2. Signs of common conditions and defects are identified. 1.3. Dispositions are made according to regulatory and workplace requirements . 1.4. Major exotic and notifiable diseases affecting poultry and their signs and symptoms are identified. 1.5. Appropriate steps are initiated, if suspect birds are identified, according to workplace and regulatory requirements. 1.6. Reporting and recording requirements are completed.
2. Identify relevant necessary processing standards	2.1. Relevant Australian Standards for poultry processing are identified. 2.2. Hygiene and sanitation requirements for each step in processing are identified. 2.3. QA arrangements including monitoring and auditing requirements are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform poultry inspection in accordance with regulatory and workplace requirements
- work with processing team to inspect poultry and identify suspect birds in an efficient and timely manner
- identify symptoms and signs of exotic or notifiable diseases
- report exotic or notifiable diseases promptly, accurately and clearly
- identify and apply relevant **Occupational Health and Safety (OH&S)** and workplace requirements
- apply **mathematical operations** where necessary to establish regulatory compliance

REQUIRED SKILLS AND KNOWLEDGE

- identify and describe the QA programs operating in poultry plants
- identify and use relevant *workplace information and documentation*
- identify sources of repeated contamination and work with processing team to rectify the problem
- use relevant *communication skills*

Required knowledge

Knowledge of:

- steps in poultry processing
- major diseases and defects found in poultry
- procedures for reporting exotic or notifiable diseases in poultry
- symptoms of exotic or notifiable diseases
- major food safety hazards in each step of poultry processing
- basic anatomical structure of poultry
- relevant regulatory requirements including Australian Standards and the various requirements for the processing of poultry
- specific hygiene and sanitation requirements for poultry processing

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency should be demonstrated against current Australian Standards and regulations.

Context of and specific resources for assessment

Assessment should utilise poultry carcasses and actual examples of pathology.

Method of assessment

Recommended methods of assessment are:

- assignment
- debrief
- quiz of underpinning knowledge
- simulation
- verified work log
- workplace demonstration
- workplace project
- workplace referee or third party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Poultry</i> may include:	<ul style="list-style-type: none"> • a range of different breeds and species.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • domestic and importing country requirements • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4465-2006 Construction of Premises and Hygienic Production of Poultry Meat for Human Consumption.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Reporting and recording may:	<ul style="list-style-type: none"> • be oral, written (with accurate transcription) • be manual or electronic • be complex and contain information from a range of sources • include graphs, tables, charts, diagrams • include technical workplace and mathematical language and data.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Mathematical operations may include:	<ul style="list-style-type: none"> • acceptable limits, tolerances, out-of-specification performance, trends • calculation • estimation • measurement and interpretation, and relate to time, temperature, moisture humidity, ratios, percentages, weight, mass, or volume • processes which may be undertaken using a calculator or electronic aids.
Workplace information and documentation may include:	<ul style="list-style-type: none"> • specifications • status reports • audit reports • monitoring data.
Communication skills may	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP413A Inspect ratites

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to inspect emus and ostriches.
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Application of the Unit

Application of the unit	This unit is applicable to meat safety and Quality Assurance (QA) officers working in an emu and/or ostrich processing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical and physiological properties specific to <i>ratites</i>	1.1. Structure of body system is identified.
2. Perform ante-mortem inspection	2.1. Procedures and principles for humane handling of ratites are identified in accordance with <i>hygiene and sanitation, Occupational Health and Safety (OH&S)</i> and <i>workplace requirements</i> . 2.2. Ratites are handled humanely according to animal welfare regulations. 2.3. Signs of common conditions are identified during ante-mortem inspection and are dealt with accordingly. 2.4. Ante-mortem inspection is performed in accordance with OH&S and <i>regulatory requirements</i> . 2.5. QA issues relating to handling of animals during ante-mortem inspection are identified. 2.6. Procedures for emergency and suspect slaughter are identified. 2.7. <i>Reporting and recording</i> requirements are completed.
3. Assess suitability for slaughter	3.1. Diseases and conditions affecting ratite suitability for slaughter are identified and appropriate action is initiated. 3.2. Major exotic and notifiable diseases and their signs are identified and reported according to regulatory requirements. 3.3. Appropriate remedial action is taken.
4. Perform post-mortem inspection	4.1. Post-mortem inspection is performed in accordance with regulatory requirements. 4.2. Abnormalities in ratites are identified and detected. 4.3. Disposition is made according to Australian Standards and work instructions. 4.4. Exotic and notifiable diseases are identified. 4.5. Reporting and recording requirements are completed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform ante-mortem and post-mortem inspection on ratites according to the Australian Standard
- notify relevant authorities promptly when exotic or notifiable diseases are identified
- prepare notification reports, including technical information for internal personnel and external authorities
- work with processing team to inspect poultry and identify suspect birds in an efficient and timely manner
- research and identify legislation and Australian Standards applicable to the processing of ratites
- apply *mathematical operations* where necessary to establish regulatory compliance
- identify and use relevant *workplace information and documentation*
- identify common conditions and exotic and notifiable diseases in ratites
- identify sources of repeated contamination and work with processing team to rectify problems
- use relevant *communication skills*

Required knowledge

Knowledge of:

- basic anatomical structure of ratites
- specific hygiene and sanitation requirements associated with ratite processing
- specific structural requirements for ratite processing
- potential hazards associated with ratite processing
- dressing and storage requirements for ratites
- major diseases and defects in ratites
- main products and by-products associated with ratite processing

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated on at least one ratite species and in a ratite processing plant.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must include ratite carcasses and actual examples of pathology.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Ratites</i> may include:	<ul style="list-style-type: none"> • ostrich and emu.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare codes and regulations • domestic and importing country requirements • Export Control Act • federal, state and territory regulations regarding meat processing • relevant Australian Standards • relevant regulations • requirements set out in AS 5010:2001 Hygienic Production of Ratite (emu or ostrich) Meat for Human Consumption • requirements set out in AS 4696:2002 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Reporting and recording</i> may:	<ul style="list-style-type: none"> • be oral, written (with accurate transcription) • be manual or electronic • be complex and contain information from a range of sources • include graphs, tables, charts, diagrams • include technical workplace and mathematical language and data.
<i>Mathematical operations</i> may include:	<ul style="list-style-type: none"> • acceptable limits, tolerances, out-of-specification performance, trends • calculation • estimation • measurement and interpretation, and relate to time, temperature, moisture humidity, ratios, percentages, weight, mass, or volume • use of a calculator or electronic aids.
<i>Workplace information</i> and documentation may include:	<ul style="list-style-type: none"> • specifications • status reports

RANGE STATEMENT	
	<ul style="list-style-type: none"> • audit reports • monitoring data.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPR201C Prepare and operate a bandsaw

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assemble, clean, disassemble and operate a bandsaw.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants, smallgoods factories, boning rooms, food services operations, knackeries, game meat processing plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assemble a bandsaw	<p>1.1. Bandsaw is assembled according to manufacturer's, workplace and Prepare and operate bandsaw requirements.</p> <p>1.2. Bandsaw guards and scrapers are checked for functioning and safety according to manufacturer's specifications and OH&S requirements.</p> <p>1.3. Bandsaw is checked to ensure it is clean in accordance with hygiene and sanitation, and workplace requirements.</p>
2. Operate a bandsaw	<p>2.1. Bandsaw is operated in accordance with workplace requirements and manufacturer's specifications.</p> <p>2.2. Bandsaw is operated in accordance with OH&S requirements.</p> <p>2.3. Bandsaw is used to cut meat products according to product specifications and workplace requirements.</p>
3. Clean a bandsaw	<p>3.1. Bandsaw is cleaned to manufacturer's, hygiene, OH&S and workplace requirements.</p>
4. Disassemble bandsaw	<p>4.1. Bandsaw is disassembled according to manufacturer's, OH&S and workplace requirements.</p> <p>4.2. Routine maintenance is performed according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- assemble and operate of a bandsaw to manufacturer's, workplace, OH&S, and hygiene and sanitation requirements
- carry out a pre-operational safety check on the bandsaw
- cut products using the bandsaw according to workplace, OH&S and hygiene requirements
- use the bandsaw according to OH&S, hygiene and sanitation, Quality Assurance (QA) and workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- seek advice from appropriate sources when working with new products or equipment
- demonstrate effective use of all cutting guides and safety guards
- report equipment faults either verbally or in writing to supervisor in accordance with workplace requirements.
- work safely and effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- purpose and effective use of all cutting guides and safety guards
- purpose and use of the bandsaw
- safety procedures related to use of the bandsaw
- relevant regulatory requirements
- OH&S requirements for operating a bandsaw
- workplace requirements related to:
 - cleaning a bandsaw
 - disassembly and reassembly of the bandsaw
 - operating a bandsaw
 - routine maintenance of a bandsaw

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Assessment must involve cutting meat products over a period of time.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice etc.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPS201C Clean work area during operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform ongoing cleaning and housekeeping tasks for a production area during working hours.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants, smallgoods factories, knackeries, food service operations and wholesale operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Remove waste from work areas	1.1. Waste is deposited into correct bins, hoppers and chutes in accordance with workplace requirements. 1.2. Correct shovels, brooms and bins are used when gathering waste material to avoid cross-contamination of product and work areas. 1.3. Work area is kept free from waste or trimmings to ensure a safe working environment for fellow workers. 1.4. Segregation of edible and inedible product is maintained at all times (where applicable). 1.5. Work is performed without contaminating edible product (where applicable). 1.6. Waste in bins and tubs is shifted in accordance with manual handling procedures.
2. Clean areas during production	2.1. Work areas are cleaned in accordance with workplace requirements including Quality Assurance (QA) and Occupational Health and Safety (OH&S) requirements . 2.2. Work areas are cleaned while avoiding contamination of product. 2.3. Cleaning chemicals are used as directed and in accordance with standard workplace procedures (where part of an individual's duties).
3. Wash and store cleaning equipment , tubs and bins	3.1. Hoses are rolled and stored safely in accordance with workplace requirements. 3.2. Brooms, shovels and scrubbing brushes are cleaned and stored appropriately when not in use. 3.3. Chemicals, if used, are stored in accordance with workplace requirements in designated locations. 3.4. All bins, tubs etc are sanitised in accordance with workplace requirements (where applicable).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE

Required skills

Ability to:

- follow work instructions which may require the employee to:
 - **communicate** to supervisor any problems or difficulties
 - maintain cleanliness of work areas and surfaces to workplace requirements
 - sort and dispose of waste in accordance with workplace requirements
 - store equipment and chemicals (where applicable) safely
 - use cleaning materials and equipment in a safe and hygienic manner
 - use hoses in a manner that effectively cleans without contaminating surfaces, edible or inedible product
- apply relevant **regulatory requirements**
- apply relevant communication skills
- work effectively as an individual and as a team member
- demonstrate a broad understanding of the inedible waste processing that occurs in the meat industry
- **explain** potential threat to the edible product of inadequate cleaning demonstrate the capacity to clean the work area safely during operations
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- OH&S requirements associated with the work e.g. using very hot water, using correct manual handling procedures, and maintaining a safe work environment for others
- potential threat to the edible product of inadequate cleaning
- correct usage of chemicals (as required)
- importance of dealing with or reporting problems associated with waste disposal eg blocked chutes or drains
- relevant regulatory requirements
- OH&S issues associated with cleaning during operations
- impact of incorrect disposal of waste on the environment and on by-products processing
- importance of following the documented cleaning procedure or schedule
- importance of, and difference between, wet and dry cleaning procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under normal production conditions.

Context of, and specific resources for assessment

Assessment must occur in a registered meat processing or food handling premises.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Work areas</i> may include:	<ul style="list-style-type: none"> • amenities • boning room • by-products processing plant • meat retailing establishments • rendering plant • slaughter floor • smallgoods establishments • stockyards • any other area in a meat establishment.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Equipment used may include:	<ul style="list-style-type: none"> • bins and tubs • brooms and shovels • brushes • cleaning cloths • hot and cold hoses.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions as documented in a government--approved Approved Hazard Analysis Critical Control Point (HACCP) program.
Communication skills may include:	<ul style="list-style-type: none"> • apply numeracy skills to workplace requirements • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related documentation • sharing information.
Regulatory requirements may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007

RANGE STATEMENT	
	Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS203C Operate scales and semi-automatic labelling machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate carton scales and electronic label-generating and record-keeping equipment, and, where appropriate, recover data and produce reports where this forms part of work instructions.
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Application of the Unit

Application of the unit	This unit is applicable to workers using carton scales and labelling machinery in boning rooms, offal rooms, pet meat packing rooms, smallgoods and food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select meat product	<p>1.1. Meat products are identified for weighing and labelling according to <i>workplace requirements</i>.</p> <p>1.2. Carton is placed on scales in accordance with manufacturer's specifications and workplace requirements.</p>
2. Enter product data	<p>2.1. Codes for specific cuts are entered into the system.</p> <p>2.2. Data is recovered in report form where this is part of work instructions.</p>
3. Weigh carton	<p>3.1. Carton is weighed and details are recorded according to workplace requirements.</p> <p>3.2. Equipment operation is monitored to ensure correct information is recorded on <i>label</i>.</p>
4. Label carton	<p>4.1. Label is removed from labelling equipment and placed on carton according to workplace and regulatory requirements.</p> <p>4.2. Carton is labelled clearly for loadout.</p> <p>4.3. <i>Labelling</i> of cartons is monitored for accuracy in correlation with products.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform pre-start checks and routine maintenance as specified in work instructions
- monitor operation of equipment
- weigh and label meat product cartons in accordance with workplace and *regulatory requirements*
- check carton contents against labelling
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a team member
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- Occupational Health and Safety (*OH&S*) *requirements* related to labelling
- regulatory requirements with regard to labelling
- consequences of incorrect labelling
- monitoring of consumables
- purpose of labelling information

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under normal rate of production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must be conducted in a registered meat processing plant.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Label</i> information may include:</p>	<ul style="list-style-type: none"> • Australian inspection stamp • 'bone in' or 'boneless' statement • category cipher, category in full, cut description in full • country of origin • customer requirements • date of production • duration of ageing workplace in-house bar code • enterprise-specific requirements • generic identification (species) • meat quality statement • number of pieces • temperature requirements for chiller

RANGE STATEMENT	
	<ul style="list-style-type: none"> • trade description • type of packaging • weight.
Labelling may include:	<ul style="list-style-type: none"> • automatic or handwritten ticket • government stamp (regulation) • roller brand.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Communication skills may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related documentation • sharing information.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of time, volume, weight and quantity in standard formats or proformas • calculators and computer software packages • operations involving comparisons and variations • reading and interpreting analogue and digital measures including clocks and scales.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS204C Maintain production records

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain records of throughput required for workplace and regulatory agencies by the stock person, boning room or chiller clerk, or the person responsible for maintaining smallgoods production records. It covers major record-keeping and report generating activities.
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Application of the Unit

Application of the unit	This unit is applicable to workers who are responsible for keeping detailed records relating to production such as kill sheets, chiller records, boning room records and loadout records. These record-keeping duties should form a significant part of the individual's responsibilities.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>production records</i>	1.1. <i>Workplace</i> and <i>regulatory requirements</i> for <i>record-keeping</i> are identified. 1.2. Production recording equipment or materials are prepared in accordance with work instructions. 1.3. Records are updated on an electronic or manual system in accordance with work instructions. 1.4. Shortcomings of the recording system are corrected if applicable.
2. Generate reports	2.1. Data summaries and reports are prepared in accordance with workplace requirements 2.2. Major reports are generated detailing inventory, production or staffing data.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow all work instructions effectively
- generate reports to meet workplace and regulatory requirements
- apply relevant Occupational Health and Safety (*OH&S*) *requirements*
- maintain stocks of consumables for use
- prepare all recording equipment for use (where relevant)
- use all recording equipment properly (where relevant)
- record data according to data requirements
- update records as required
- prepare all summaries required
- apply relevant communication and mathematical skills
- work effectively as an individual and as part of a team
- describe the workplace and/or regulatory requirements for record-keeping
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- workplace requirements for reports
- relevant security arrangements such as Australian Quarantine Inspection Service (AQIS) or company requirements
- function and uses of the reports generated
- possible shortcomings of recording and how to correct them
- purposes of keeping production records
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while collecting and recording significant data over a period of time. The data should involve some complexity in categories and require accurate recording.

Context of, and specific resources for assessment

Assessment should be undertaken in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Production records</i> may include:</p>	<ul style="list-style-type: none"> • boning room production intake records whether recorded manually or by scanner • boning room production recorded manually or by automatic labelling machine • chiller assessment recording • employee attendance monitoring and recording if applicable in addition to clock card • European Union program monitoring recording • kill floor grading and recording systems such as Sastek • loadout records recorded manually or by scanner • pesticide residue monitoring and recording • recording associated with approved arrangements • recording associated with inventory control • recording associated with Quality Assurance (QA) monitoring • re-pack processing and recording for inventory control • stock receipt and identification records.

RANGE STATEMENT	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • domestic or importing country requirements • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • federal, state and territory regulations regarding meat processing.
Record-keeping can be:	<ul style="list-style-type: none"> • computer based, such as auto labelling systems or bar code scanners • manual, including the provision of summaries.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: • personal protective equipment (PPE): <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication skills may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups

RANGE STATEMENT	
	<ul style="list-style-type: none"> • listening and understanding • interpreting the needs of internal and external customers • reading and interpreting workplace documentation • speaking clearly and directly • sharing information.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS205C Clean chillers

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to clean and sanitise chillers when empty of product.
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Application of the Unit

Application of the unit	This unit is applicable to workers at abattoirs, boning rooms, smallgoods factories, game meat processing plants, food services, smallgoods establishments and wholesale operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean chillers	1.1. Chillers are cleaned in accordance with cleaning program and <i>workplace</i> , Occupational Health and Safety (<i>OH&S</i>) and <i>regulatory requirements</i> . 1.2. OH&S risks and requirements are identified specifically for chillers. 1.3. Specific areas of contamination risk for the products are identified. 1.4. Chemicals are handled and stored according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- implement cleaning regime for chillers in accordance with workplace, OH&S and regulatory requirements
- apply relevant *communication* and mathematical skills
- work effectively as an individual and as a team member
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene and sanitation monitoring programs for chillers
- importance of avoiding condensation in chillers
- chiller cleaning program
- potential contamination risks for product in chillers and freezers
- OH&S hazards of working in a cold environment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated when the chillers and plant are operating during normal production.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered meat processing plant or premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific procedures
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> environmental protection standards, controls and protocols Export Control Act hygiene and sanitation requirements relevant regulations and Australian Standards requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Communication</i> skills may include:</p>	<ul style="list-style-type: none"> communicating and working with diverse individuals and groups listening and understanding, speaking clearly and directly reading and interpreting workplace documentation sharing information using mathematical skills in own work and in work area problem-solving.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPS206C Operate forklift in a specific workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate forklifts in specific work areas such as freezers, cold stores, loadout, skin sheds, smallgoods and rendering plants which may require fitting forklifts with specialised lifting attachments or shifting hazardous materials.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants and smallgoods enterprises operating forklifts in environments where specific competencies are required. Prior to undertaking this unit, individuals should have gained the necessary licence or permit to operate a forklift.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify load characteristics	<p>1.1. Characteristics of the load are taken into account and appropriate attachments are employed.</p> <p>1.2. Hazardous materials are identified and <i>workplace</i>, industry and <i>regulatory requirements</i> are taken into account when operating a forklift carrying hazardous materials.</p>
2. Consider specific features of workplace in transporting product	2.1. Product is transported and loaded, taking into consideration specific features of the <i>workplace environment</i> .
3. Transport and store product	<p>3.1. Specific Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> for work area are identified and followed.</p> <p>3.2. Forklift and pallets are handled in accordance with the requirements of specific work locations.</p> <p>3.3. Product is transported in accordance with workplace, Quality Assurance (QA), and hygiene and sanitation requirements.</p> <p>3.4. Product is stored in accordance with workplace, QA, and hygiene and sanitation requirements.</p> <p>3.5. Products and pallets are racked or stored in accordance with work instructions.</p>
4. Maintain equipment records	4.1. Equipment records are maintained in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> gain a licence and satisfy traffic authority examiner, where required by government regulation <i>explain</i> operational safety requirements including OH&S requirements operate a forklift in a specific workplace to requirements of that workplace

REQUIRED SKILLS AND KNOWLEDGE

- operate a forklift in accordance with workplace requirements, and OH&S and manufacturer's specifications
- transport and store a variety of products to meet production requirements
- maintain equipment records
- apply hand-eye coordination
- apply relevant *communication* and *mathematical skills*
- assess, interpret and apply technical information
- work effectively as an individual and in a team
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- characteristics, capabilities and limitations of the forklift
- operational safety requirements including OH&S requirements
- QA considerations for transporting product within the plant
- critical aspects of:
 - identification of damage or leaks which may compromise operational capability or safety
 - operational safety.
- specific features of the workplace that impact on the operation of the forklift (eg operating in a cold environment)
- workplace operating procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in specific meat processing plant environments such as freezers and under normal operating conditions.

Context of, and specific resources for assessment

Assessment must be conducted in an operating meat processing plant and assessment tools must be customised to the workplace-specific OH&S procedures and work instructions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • federal, state and territory regulations regarding meat processing.
Workplace environment may include:	<ul style="list-style-type: none"> • chillers • cold stores • freezers • loadout areas • overall workplace • rendering plant • skin sheds.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication</i> skills may include:</p>	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly.
<p><i>Mathematical skills</i> may include:</p>	<ul style="list-style-type: none"> • acceptable limits, tolerances • calculation • estimation • measurement and interpretation relating to time, temperature, moisture, humidity, ratios, percentages, weight, mass and volume.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMPS300A Assess product in chillers

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manage product in chillers, in terms of specifications and hygienic storage.
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Application of the Unit

Application of the unit	This unit is applicable to supervisors and Quality Assurance (QA) staff responsible for managing, assessing and monitoring product in chillers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess meat colour, fat colour and marbling	1.1. Product sample is assessed to achieve meat and fat colour scores and marbling scores within the workplace-specified range.
2. Ensure cleaning program is followed	2.1. Cleaning program is established and maintained to ensure product safety, and health and hygiene requirements are met. 2.2. Cleaning schedule is set up and followed for daily, weekly or regular fumigation.
3. Monitor chiller temperature	3.1. Temperature of product is monitored daily to meet product specifications, workplace procedures and regulatory requirements . 3.2. Temperature of chiller is maintained to ensure product safety and to meet product specifications. 3.3. Changes to temperature are corrected to maintain product specifications.
4. Monitor product handling and identification	4.1. Products are identified and labelled in accordance with product specification, customer and workplace requirements . 4.2. Customer requirements are confirmed to determine product order delivery arrangements. 4.3. Temperature and storage requirements for product order are confirmed and arranged in accordance with workplace requirements. 4.4. Documentation for orders is correctly completed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply **mathematical concepts** to monitoring procedures (e.g. temperature checks and adjustments)
- apply relevant **communication skills**
- assess carcasses according to workplace, regulatory and where appropriate

REQUIRED SKILLS AND KNOWLEDGE

AUS-MEAT requirements

- complete documentation, including accurate and legible labelling
- work effectively as an individual and as part of a team
- identify and apply relevant Occupational Health and Safety (*OH&S requirements*)
- identify product chiller requirements
- identify product health and hygiene requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use available technology to record, gather and interpret product-monitoring data

Required knowledge

Knowledge of:

- carcass grading system employed in a plant
- product transfer and storage methods
- process involved in assessing chillers in the workplace
- product quality monitoring processes
- importance of fat depth, carcass colour and other grading parameters
- rejection procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated utilising documented product specifications and a significant number of carcasses.

Context of and specific resources for assessment

Assessment must be conducted in an operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Products</i> may include:	<ul style="list-style-type: none"> • carcass and split carcasses • the range of animals processed for human consumption.
<i>Chiller temperature</i> may:	<ul style="list-style-type: none"> • be monitored with automatic data loggers or manual temperature gauges.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production

RANGE STATEMENT	
	requirements <ul style="list-style-type: none"> • work instructions.
<i>Mathematical concepts</i> may include:	<ul style="list-style-type: none"> • carcase grades • dates, times • fat depth, colour and marbling scores • processes of estimation and calculation to monitor, adjust and calibrate equipment • product descriptions • temperature • weight.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • communicating and working with diverse individuals and groups • listening and understanding • reading and writing workplace-related information • sharing information • speaking clearly and directly.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS411C Monitor meat preservation process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to overview and monitor the hygienic preservation of meat and ensure compliance with quality standards and regulatory requirements.
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Application of the Unit

Application of the unit	This unit is applicable to meat safety officers (inspectors) and Quality Assurance (QA) managers responsible for overseeing meat preservation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Overview the meat preservation process	1.1. Types of <i>preservation</i> processes used by the meat industry are identified and explained. 1.2. Meat quality required for preservation processes are identified according to customer and <i>workplace requirements</i> . 1.3. Ingredients and <i>equipment</i> required for the preservation process are prepared according to product specifications, <i>hygiene and sanitation</i> , and safety requirements.
2. Monitor preservation process	2.1. Product and process are inspected and monitored to ensure meat is preserved to specifications, health, hygiene and customer requirements. 2.2. Equipment or processes involved in the preservation process are monitored regularly at critical control points. 2.3. Procedures to ensure quality and hygiene of the product are monitored and followed at all times. 2.4. Procedures for rejection, reprocessing and/or recall for products which do not meet specifications or hygiene requirements are implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify critical control points in the meat preservation process
- apply relevant *communication* and *mathematical skills*
- maintain currency of knowledge through professional development and self-directed research
- work effectively as an individual and as a team member
- determine and implement corrective action
- identify and apply relevant Occupational Health and Safety (*OH&S*) *requirements*
- interpret monitoring data and identify out-of-specification performance or product
- monitor the preservation of meat to ensure compliance with workplace and

REQUIRED SKILLS AND KNOWLEDGE*regulatory requirements*

- *record* monitoring information accurately
- *report* non-conformances to appropriate personnel
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- criteria for rejected, reprocessed or recalled product
- process involved in preserving meat in own workplace
- critical aspects of meat safety and hygiene in the preservation process
- relevant procedures to ensure the preserved meat product is safe and fit for human consumption
- reject and recall procedures
- impact of the preserving process on product quality, including eating quality
- regulatory requirements relating to the preservation of meat and products
- reject and recall procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated while monitoring a commercial meat preservation operation.

Context of and specific resources for assessment

Assessment may involve a simulated monitoring role for the trainee.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Preservation</i> methods may include:	<ul style="list-style-type: none"> • canning • cooking • pickling • refrigeration • smoking.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • canning lines • chillers • cooking facility • injectors • smoke generators • steamers.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.

RANGE STATEMENT	
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding • speaking clearly and directly • negotiation, persuasion and assertiveness where necessary • reading and interpreting workplace documentation • sharing information.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • acceptable limits, tolerances, out-of-specification performance, trends • calculation • estimation • measurement and interpretation relating to time, temperature, moisture humidity, ratios, percentages, weight, mass and volume.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • domestic or importing country requirements • Export Control Act • hygiene and sanitation requirements • relevant state regulations and Australian

RANGE STATEMENT	
	<p>Standards</p> <ul style="list-style-type: none"> requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Reporting</i> and <i>recording</i> may:	<ul style="list-style-type: none"> be oral or written (with accurate transcription) be complex and contain information from a range of sources include graphs, tables, charts and diagrams include technical workplace and mathematical language and data.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS412C Monitor and overview the production of processed meats and smallgoods

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand and monitor the production processes of smallgoods
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Application of the Unit

Application of the unit	This unit is applicable to supervisors, Quality Assurance (QA) staff and regulatory officers overseeing the production of processed meat and smallgoods.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Overview the production of further processed meats and smallgoods</p>	<p>1.1. Range of further processed meat products and smallgoods is identified and explained.</p> <p>1.2. Processing techniques involved in the production of these <i>products</i> are identified and explained.</p> <p>1.3. <i>Hygiene and sanitation</i> and quality hazards associated with the production of these products are identified and explained.</p> <p>1.4. <i>Regulatory requirements</i> associated with the production of these products are identified and explained.</p>
<p>2. Monitor the preparation of processing <i>equipment</i> and areas</p>	<p>2.1. Procedures for pre-operational equipment checks conducted are identified in accordance with workplace policies and procedures, and manufacturer's instructions.</p> <p>2.2. Pre-operational checks and procedures carried out in accordance with workplace and regulatory requirements are monitored.</p>
<p>3. Monitor the production of smallgoods and further processed meat products</p>	<p>3.1. Ingredients are identified by type and quality according to <i>product specifications</i> and their function in the process is explained.</p> <p>3.2. Types of meat, by-product, stock, additive, binder and spices selected are identified according to the formulation specifications and regulatory requirements.</p> <p>3.3. Handling requirements for ingredients to prevent contamination and to ensure product quality and safety are demonstrated.</p> <p>3.4. Relevant processing equipment is identified and operating procedures are explained according to manufacturer and work specifications.</p> <p>3.5. Relevant temperature, consistency, appearance and texture requirements are described and monitored in accordance with product specifications and regulatory requirements.</p> <p>3.6. Relevant processing area hygiene and sanitation requirements are monitored as specified in workplace procedures and regulatory requirements.</p> <p>3.7. Procedures for rejection, reprocessing and/or recall for products which do not meet specifications or hygiene and sanitation requirements are identified and assessed against regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- monitor production of processed meats and smallgoods to ensure compliance with workplace and regulatory requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a team member
- identify and apply relevant Occupational Health and Safety (*OH&S*), *workplace* and regulatory requirements
- propose and implement solutions to a range of production problems
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hazards to the safe and hygienic manufacture of smallgoods
- *options for chilling product*
- process involved in manufacturing smallgoods
- procedures required to ensure the product is fit for human consumption and meets regulatory and quality requirements
- critical limits in the manufacture of smallgoods
- recall procedures, including notification of appropriate authorities

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Competency must be demonstrated while monitoring a commercial smallgoods or processed meats operation.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • smoking equipment, machinery or production facility • product specifications and ingredients • equipment meeting safety requirements
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Product</i> may include:	<ul style="list-style-type: none"> • comminuted product • cooked and uncooked product • dried product • pickled or brined product • smoked product.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • relevant regulations • requirements in AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

RANGE STATEMENT	
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • atomising generators • cookers • friction generators • liquid smoke jet • moulds • probe thermometers • sawdust or woodchip burning generators • smoke generators • smokers • sock • wet bulb reservoir.
<i>Product specifications</i> may:	<ul style="list-style-type: none"> • vary according to customer and workplace requirements.
<i>Communication</i> may include:	<ul style="list-style-type: none"> • communication with people from a range of cultural, social and ethnic backgrounds • interpreting customer requirements • listening and understanding • speaking clearly and directly • using negotiation, persuasion and assertiveness skills where applicable • reading and interpreting workplace documentation • sharing information • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of deviations within cycle • internal temperature • humidity • ambient temperature • weights.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Options for chilling product</i> may include:	<ul style="list-style-type: none"> • chill cabinets • immersing in ambient running water • placing in coolrooms • showering with ambient water • use of intensive coolers • washing in water or brine.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPS414B Monitor and overview the production of Uncooked Comminuted Fermented Meat (UCFM)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to understand and manage the production processes of Uncooked Comminuted Fermented Meat (UCFM).</p> <p>This unit relates to the Australia New Zealand Food Standards Code, Standard 3.2.2 Food Safety Practices and General Requirements, Clause 3 Food handling - skills and knowledge, which states:</p> <p>'A food business must ensure that persons undertaking or supervising food handling operations have:</p> <ul style="list-style-type: none">(a) skills in food safety and food hygiene matters; and(b) knowledge of food safety and food hygiene matters, commensurate with their work activities.' (Page 3)
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Application of the Unit

Application of the unit	<p>This unit is applicable to personnel responsible for the outcomes of the production processes of UCFM in a smallgoods processing operation.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMCOR202A	Apply hygiene and sanitation practices
	MTMCOR404A	Facilitate hygiene and sanitation performance

Employability Skills Information

Employability skills	
	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify microbiological hazards for <i>UCFM products</i>	1.1. Types of <i>micro-organisms</i> are identified. 1.2. <i>Major threats</i> to UCFM products are identified. 1.3. Types of bacteria causing food poisoning and spoilage are identified. 1.4. Effects of bacterial contamination for food poisoning (i.e. impact on people) and food spoilage (i.e. shelf life) are identified. 1.5. Sources of bacterial contamination are identified. 1.6. Growth characteristics and requirements of bacteria are identified.
2. Identify chemical hazards for UCFM products	2.1. Chemical hazards which may affect UCFM products are identified. 2.2. <i>Common sources of chemical hazards/contamination</i> are identified. 2.3. Control methods which prevent chemical contamination locally and relevant national programs (e.g. residue testing) are explained. 2.4. Impact of chemical residues on meat (e.g. poisoning, tainting, rejections) is explained.
3. Identify physical hazards for UCFM products	3.1. Physical hazards which may affect meat are explained. 3.2. Common sources of physical hazards and/or contamination are identified. 3.3. Control methods to prevent contamination are explained. 3.4. Effects or impact of physical hazards on meat are explained.
4. Overview the production of UCFM products	4.1. Range of UCFM products is identified and explained. 4.2. Processing techniques involved in production of UCFM are identified and explained. 4.3. Hygiene and food safety hazards associated with the production of UCFM products are identified and explained. 4.4. <i>Regulatory requirements</i> associated with the production of UCFM products are identified and explained.
5. Monitor the preparation of	5.1. Procedures for pre-operational equipment checks are identified in accordance with workplace policies and

ELEMENT	PERFORMANCE CRITERIA
processing <i>equipment</i> and areas	<p>procedures, and manufacturer's instructions.</p> <p>5.2. Pre-operational checks and procedures carried out in accordance with workplace, food safety and regulatory requirements are monitored.</p>
6. Manage the production of UCFM and further processed products	<p>6.1. Ingredients are identified by type, quality and safety according to product specifications and their function in the process is explained (including starter culture).</p> <p>6.2. Types of meat, by-product, stock, additive, binder and spices selected are identified according to the formulation specifications and regulatory requirements.</p> <p>6.3. Handling requirements for ingredients (including starter culture) to prevent food safety hazards are demonstrated to ensure product quality and safety.</p> <p>6.4. Relevant processing equipment is identified and operating procedures are explained according to manufacturer and workplace specifications.</p> <p>6.5. Relevant time, temperature and humidity requirements for fermentation, maturation and monitoring are described in accordance with product specifications, regulatory requirements and industry guidelines.</p> <p>6.6. Relevant consistency, appearance, texture and monitoring requirements are described in accordance with product specifications and regulatory requirements.</p> <p>6.7. Procedures for rejection, reprocessing and/or recall for products which do not meet specifications or hygiene and sanitation requirements are identified and assessed against regulatory requirements and industry guidelines.</p> <p>6.8. Relevant processing area hygiene and sanitation requirements are identified and monitored as specified in workplace procedures and regulatory requirements.</p>
7. Overview the implementation of the Approved Hazard Analysis Critical Control Point (HACCP) plan for the production of UCFM products	<p>7.1. Critical Control Points (CCPs) and control points for prevention and control of bacterial contamination (e.g. process controls and systems) are identified.</p> <p>7.2. Control methods to prevent microbiological contamination are explained and implemented.</p> <p>7.3. Critical limits for CCPs are identified and monitoring processes are implemented.</p> <p>7.4. Validation requirements for critical limits of</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>HACCP programs are described.</p> <p>7.5. Documented procedures are implemented which ensure any CCPs which are out of control are brought back into control and affected product is suitably handled.</p> <p>7.6. Documented procedures are implemented to ensure the whole HACCP system is regularly audited and verified as working effectively.</p> <p>7.7. All documents and <i>records</i> required for the system are kept available, up-to-date and in use.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *mathematical skills*
- maintain currency of knowledge and techniques through informal learning, regular professional development and personal research such as by using the web, industry journals, circulars from regulators and industry workshops
- work effectively as an individual and as a team member
- demonstrate initiative and creativity in proposing solutions and contributing to the development of appropriate actions to resolve problems
- identify and apply relevant Occupational Health and Safety (*OH&S*) and *workplace requirements*
- monitor production of UCFM to ensure compliance with workplace and regulatory requirements
- provide relevant information to work colleagues to facilitate understanding of, and compliance with the Australian Standards and associated regulations
- take action to improve own work practice as a result of self-evaluation, feedback from others, or changed work practices, regulations or technology
- use technology to access information, prepare reports, and to access and prepare relevant data

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- process involved in manufacturing UCFM
- purpose of fermentation
- raw materials storage and selection
- fermentation control criteria for pH
- fermentation speed control
- purpose of maturation and drying
- maturation and drying speed control
- impact of the raw material on product quality and food safety
- water activity as a release criteria
- microbiological criteria in UCFM production and microbiological limits of UCFM, particularly the following significant microbial pathogens: enterohaemorrhagic Escherichia coli, Salmonella, enterotoxin of Staphylococcus aureus and Listeria monocytogenes
- physical hazards for UCFM products
- role of starter culture
- storage and handling requirements for starter culture
- product handling and release criteria
- impact of critical limits in a HACCP program for UCFM production
- procedures required to ensure the product is fit for human consumption and meets regulatory, food safety and quality requirements
- implementation of the HACCP plan for the production of UCFM products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, with an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include

- relevant documentation such as:
 - manufacturer's instructions and operation manuals
 - regulatory requirements
 - workplace policy and procedures
- workplace environment.

Method of assessment

Recommended methods of assessment include:

- assignment focusing on understanding and application of principles and theory to workplace operations
- third-party referee report of sustained performance at appropriate level of authority and responsibility
- workplace project with a focus on enterprise

EVIDENCE GUIDE	
	<p>environment and conditions.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>UCFM products</i> may include	<ul style="list-style-type: none"> • caccitora • chorizo • csabai • landjaeger • Lebanon Bologne • mettwurst • polnische • salami • some cabanossi • summer sausage • Teewurst, and others.
<i>Micro-organisms</i> may include:	<ul style="list-style-type: none"> • bacteria • mould • virus • yeast.

RANGE STATEMENT	
Major threats may include:	<ul style="list-style-type: none"> • bacteria • relevant yeast or moulds.
Common sources of chemical hazards/contamination may include:	<ul style="list-style-type: none"> • agricultural residue • cleaning • veterinarian chemical residues.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Export Meat Orders (EMOs) • hygiene and sanitation requirements • importing country requirements where appropriate • relevant domestic requirements • relevant regulations and Australian Standards • AS 4696:2007 Australian Standard for the hygienic production and transportation of meat and meat products for human consumption • federal, state and territory regulations regarding meat processing.
Equipment may include:	<ul style="list-style-type: none"> • blenders • choppers • cooking utensils • dryers • fermentation environment • injectors • knives • machine or vat • mixers • pressure cookers • sausage machine • silent or bowl cutter • smokehouse • tables, conveyors, platforms • tumblers.
Ingredients may include:	<ul style="list-style-type: none"> • additives • binders • by-products and other relevant materials • fats • meats • Nitrate • Nitrite

RANGE STATEMENT	
	<ul style="list-style-type: none"> • spices • starter cultures • water.
Recording and monitoring systems may be:	<ul style="list-style-type: none"> • electronic • manual.
Communication skills may include:	<ul style="list-style-type: none"> • communicating with people from a range of cultural, social and ethnic backgrounds • preparing oral or written reports which include information from a range of sources • reading and interpreting workplace documentation, such as audit reports, monitoring data, specifications and status reports • speaking clearly and directly • listening and understanding • preparing documentation for a specified audience • using negotiation and persuasion skills, and being appropriately assertive • using technical workplace and mathematical language and data • sharing of information.
Mathematical skills may include:	<ul style="list-style-type: none"> • identifying acceptable limits, tolerances, out-of-specification performance, trends • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights • measurement and interpretation in relation to time, temperature, moisture humidity, ratios, percentages, weight, mass, volume.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPS415A Conduct an internal audit of a documented program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to conduct an internal audit of a documented program.
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Application of the Unit

Application of the unit	This unit is applicable to plant managers, Quality Assurance (QA) personnel, managers and marketing personnel who have a role in scheduling, preparing for and conducting an internal audit in a meat processing plant. The scope of the audit may include operational areas such as food safety, Occupational Health and Safety (OH&S), vendor and environmental programs. This may include industry standards and codes.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan the audit	<p>1.1. Audit schedule is interpreted and the timely conduct of internal audit is planned and organised.</p> <p>1.2. Objectives, scope and criteria of audit are determined according to <i>workplace requirements</i>.</p> <p>1.3. Audit team is assembled and briefed, as required, for the objectives, scope and criteria of the audit.</p> <p>1.4. Those affected by and involved in the audit are notified and responsibilities documented according to workplace requirements.</p> <p>1.5. Stakeholders involved in an internal audit are notified according to workplace requirements.</p> <p>1.6. Procedures, records and <i>workplace documentation</i> needed for the audit are identified.</p> <p>1.7. <i>Evidence collection methods and sources</i> to be used in the audit are documented, including workplace checklists developed to workplace specifications.</p> <p>1.8. A document review is conducted prior to audit.</p>
2. Conduct the audit	<p>2.1. An entry meeting is conducted with relevant parties to explain the purpose, scope and criteria for the audit, the methods to be used in the audit, and how results will be reported and followed up.</p> <p>2.2. An audit of the program is conducted in accordance with workplace and regulatory requirements.</p> <p>2.3. Effective communication skills are used to conduct the audit</p> <p>2.4. Verifiable objective evidence is collected against the criteria of the audit.</p> <p>2.5. Findings are made using the objective evidence against the criteria of the audit.</p> <p>2.6. Non-conformances are identified and categorised according to workplace requirements</p> <p>2.7. Audit activity is recorded according to workplace requirements.</p>
3. Report on audit findings	<p>3.1. An audit report is prepared, detailing areas of the program which were audited and findings against the audit criteria, including non-conformances, where applicable.</p> <p>3.2. Objective <i>evidence</i> is documented according to workplace standards.</p> <p>3.3. Records of audit process, objective evidence and</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>findings are kept in accordance with workplace and regulatory requirements.</p> <p>3.4. Findings are reported according to workplace requirements.</p>
4. Confirm and close out corrective action	<p>4.1. The effectiveness of corrective actions is verified.</p> <p>4.2. <i>Records</i> of the effectiveness of corrective actions are maintained.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to</p> <ul style="list-style-type: none"> • locate relevant commonwealth, state and/or territory legislation, regulations and related codes of practice and determine the legal responsibilities of the business relevant to the industry sector • locate relevant codes or compliance program requirements • communicate the audit process, requirements and findings to relevant personnel clearly and accurately • apply planning skills to ensure the smooth conduct of the audit process • use negotiation skills to organise and facilitate audit processes, including following meeting procedures and resolving issues • identify and follow an audit trail • conduct research to identify, collect and analyse evidence • gather, analyse and record data accurately • plan and organise audit activities • use information systems, technologies and software to manage security, authorisation and distribution of audit data and records • interpret evidence and make a judgement on the level of compliance • prepare well-balanced, factual and objective written audit reports
Required knowledge
<p>Knowledge of:</p> <ul style="list-style-type: none"> • audit management to develop and implement an audit against an agreed plan, including an understanding of the scope/level of authority to revise the resource

REQUIRED SKILLS AND KNOWLEDGE

- and allocate time allocations to take account of variation to plan
- audit processes
- legislation, regulations, orders, codes and standards applicable to the areas being audited
- communication methods relevant to different groups and audience
- evidence appropriate for use in audit processes, including an understanding of the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
- evidence collection methods including record sampling and sample analysis, including an understanding of the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range/extent of evidence collection methods required to ensure that audit outcomes are objective, consistent, fair and reliable
- legislation that impacts on acceptable communication methods and conduct including anti-discrimination, anti-harassment and privacy legislation
- methods used to identify Critical Control Points and establish critical limits, suited to the nature of the hazard, the requirements of the audit and the industry sector
- personal attributes required of an auditor
- strategies to communicate in culturally diverse environments
- the internal auditing policies and procedures of the workplace
- the structure, authority levels and lines of reporting within the organisation
- the underlying principles of risk-based approaches to controlling food safety hazards including HACCP as described in the Codex Alimentarius Guidelines
- vocabulary and terms relating to food safety, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidates must be able to plan, conduct and report and internal audit of a documented program.</p> <p>Competency must be demonstrated in the workplace, utilising an approved audit plan and procedure from the workplace. Candidates must conduct an entire internal audit.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must involve working with actual realistic data and in the context of an audit plan that meets regulatory requirements.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • mock audit conducted in the workplace • debrief after participation in a real audit • quiz of underpinning knowledge • verified work log or diary • workplace demonstration • workplace referee or third-party report of

EVIDENCE GUIDE	
	<p>performance over time.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>workplace requirements</i> may include</p>	<ul style="list-style-type: none"> • hygiene and sanitation requirements • internal and external OH&S requirements • industry standards and codes of practices • regulatory standards, including AS 4696:2007 <i>Australian Standard for the Production and Transportation of Meat and Meat products for Human Consumption</i> • state and federal legislation • the wearing of Personal Protective Equipment (PPE) • observation of workplace hygiene and sanitation requirements.
<p><i>workplace documentation</i> may include:</p>	<ul style="list-style-type: none"> • work instructions • Standard Operating Procedures (SOPs) • enterprise specific procedures

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S requirements • QA requirements • previous audit reports and corrective action records • vendor requirements • environmental requirements.
<i>Evidence collection methods and sources</i> may include:	<ul style="list-style-type: none"> • observation • interviews • checklists • auditee documentation review • reports/data from other sources such as customer feedback, technical references, computerised databases • results of analyses • analytical results.
Audit <i>evidence</i> may include	<ul style="list-style-type: none"> • system records • evidence collection records • statements of fact or other information relevant to the audit criteria and which is verifiable • observations • third party certification (e.g. HACCP accreditation) • records of audit stage progression.
<i>Audit records</i> may include:	<ul style="list-style-type: none"> • audit plans • audit reports • non-conformity reports • corrective action reports • follow up reports • audit data base.

Unit Sector(s)

Unit sector	No sector assigned
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS416A Conduct statistical analysis of process

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to collect and analyse statistical information relating to meat processing.
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Application of the Unit

Application of the unit	This unit is applicable to managers and Quality Assurance (QA) personnel who are required to analyse monitoring and verification data of a meat production process.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Collect and analyse statistical data drawn from the workplace	1.1. Samples from a process line are selected. 1.2. Statistical calculations on a sample are conducted.
2. Use statistical analysis to verify the process	2.1. Relevant graphs and charts are prepared. 2.2. Trends and cyclic patterns of control graphs are identified and analysed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply statistical information to the analysis and verification of a process
- calculate simple statistical measures
- cooperate with monitors to ensure data is accurate and provided on time
- use a range of information and communications technology and software, including statistics management and analysis programs
- conduct trend analysis of meat processing data
- explain the verification process using statistical data
- identify and apply relevant *Occupational Health and Safety (OHS)*, *regulatory* and *workplace requirements*
- perform basic statistical calculations on data from samples drawn from the workplace
- prepare control graphs and use charts as relevant
- prepare reports on the outcomes of the statistical analysis of monitoring data
- use and explain simple *statistical measures*, such as mean, range, frequency, mode and median
- use relevant *communication skills*.

Required knowledge

Knowledge of:

- statistical measures, such as mean, range, frequency, mode and median.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must involve the analysis of a range of process and product verification data.

Context of and specific resources for assessment

Assessment can use either real or simulated data.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh apron • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
The type of <i>statistical measures</i> applied may include:	<ul style="list-style-type: none"> • simple averaging (mean) • range • frequency (mode) • middle (median) • analysis for trends, control charts and regression analysis or statistical tests of variability.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS417A Manage/oversee an external audit of the establishment's quality system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare for and respond to an audit of a quality system conducted by an external party.
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Application of the Unit

Application of the unit	This unit is applicable to managers and Quality Assurance (QA) personnel who facilitate an external audit by regulators, accrediting agencies, customers or overseas reviewers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify audit dates	1.1. Known or expected dates of external audits are documented on a schedule according to workplace procedures and practice. 1.2. Dates are confirmed and all company personnel affected by the external audit are notified.
2. Identify audit scope	2.1. Audit scope is described and conveyed to people affected by the external audit process.
3. Identify audit team size and length/duration of the external audit	3.1. Audit team size and audit duration are identified and necessary notifications are made throughout the workplace.
4. Review internal audit reports to check areas expected to be covered in the external audit	4.1. Internal audits are conducted, where necessary, and reported in accordance with workplace policy and procedures. 4.2. Previous internal audit reports and production reports are reviewed to identify past problem areas. 4.3. Past problem areas are monitored and reviewed.
5. Make arrangements for the external audit process	5.1. Arrangements for the days of the external audit are made and confirmed with the auditors. 5.2. Arrangements for greeting the external auditors and provision of workplace guide are made in accordance with <i>workplace requirements</i> . 5.3. Internal departments subject to the external audit are notified of the arrangements. 5.4. Roles and responsibilities of enterprise personnel in the process are determined.
6. Accompany the external auditors	6.1. Entry and exit interviews are facilitated. 6.2. External auditors are escorted throughout the duration of the audit in accordance with arrangements and workplace procedures.
7. Report on the external audit	7.1. Findings of the external audit are reported in accordance with workplace requirements. 7.2. Findings of the external audit are communicated to everyone affected or involved in the external audit procedure. 7.3. Findings of the external audit are followed up and corrective action is taken, where appropriate.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as part of a team
- demonstrate clear communication and interpersonal skills related to preparing for and participating in an external audit
- demonstrate methods of scheduling, recording the scheduling and managing the planning for external audits
- ensure the quality systems covering the area to be audited are in place and effective as shown by internal audit reports
- identify and apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*
- use available technology to prepare for and follow up external audits
- identify reports of internal and external audits and demonstrate the ability to take corrective action
- maintain currency of knowledge through independent research and professional development
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology.

Required knowledge

Knowledge of:

- regulatory and other requirements for external audits
- technical and regulatory aspects covered by each external audit.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated when complying with the actual requirements of a regulator or a customer.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment can involve actual or simulated audits.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • verified work log or diary • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • using negotiation and persuasion techniques • working with diverse individuals and groups • writing to audience needs.

RANGE STATEMENT	
<p><i>Problem-solving skills</i> may include:</p>	<ul style="list-style-type: none"> • applying a range of strategies in solving problems • being creative in response to workplace challenges • developing innovative solutions • developing practical and creative solutions to workplace problems • generating a range of options in response to workplace matters • identifying opportunities that might not be obvious to others • listening to and resolving concerns in relation to workplace issues • resolving customer concerns relative to workplace responsibilities • showing independence and initiative in identifying problems • solving problems individually or in teams • using numeracy skills to solve problems.
<p><i>OHS requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant Australian standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • requirements set out in AS 5008:2001/Amdt 1-2003 Hygienic rendering of animal products • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS418A Overseas export requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to understand and identify the export requirements for a meat processing plant in Australia.
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Application of the Unit

Application of the unit	This unit is applicable to those employed in meat processing plants as government inspection staff, plant manager or Quality Assurance (QA) personnel.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify major export legislation	1.1. Main relevant legislation is identified and application to establishment is described. 1.2. Export control orders are identified and application is explained in accordance with customer specifications and work instructions. 1.3. Legislation is accessed on ELMER.
2. Identify and describe importing country requirements	2.1. Information on importing country requirements is accessed and applied. 2.2. Specific importing country and export inspection procedures are performed in accordance with <i>regulatory requirements</i> and <i>workplace requirements</i> .
3. Identify the function of the Australian Quarantine Inspection Service (AQIS)	3.1. Role of AQIS is described. 3.2. Function of AQIS meat inspection staff is identified. 3.3. Structure of AQIS and AQIS chain of command is identified.
4. Identify QA arrangements	4.1. Specific requirements for AQIS approved arrangements are identified. 4.2. AQIS review, monitoring and auditing arrangements for approved arrangements are described.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access and *research* legislation on the ELMER system and other appropriate electronic information systems
- gather, analyse and present complex information to colleagues
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- identify orders relevant to particular operational situation
- use *communication and information technology* to access required information

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- role and jurisdiction of AQIS
- role and function of AQIS meat inspection staff
- ante-mortem and post-mortem inspection procedures for importing countries
- procedures for condemnation in export works
- main regulatory and legislative requirements for exporting product and their application to meat processing
- QA systems operating, monitored and audited by AQIS in export works.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be assessed when utilising current importing country requirements and export regulations.

Context of and specific resources for assessment

Assessment can utilise actual or simulated workplace environment.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Research</i> parameters include:</p>	<ul style="list-style-type: none"> • analysis of technical journals or manuals • review of regulatory notices, memos, updates and guidelines • synthesis of information from a range of sources

RANGE STATEMENT	
	<ul style="list-style-type: none"> • utilisation of databases (electronic or manual).
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication and information technology</i> may be in-house or externally operated and may include:	<ul style="list-style-type: none"> • databases, including ELMER and EXDOC • QA data recording and monitoring, including traceback or forward.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS5603C Develop, manage and maintain quality systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to establish, maintain and control an enterprise quality system. It also covers the skills and knowledge needed to lead people, manage systems and build quality into all enterprise systems and operations. The development and management of quality systems affects the ability of the enterprise to operate in specific markets and influences customer and consumer confidence in enterprise products.
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Application of the Unit

Application of the unit	This unit is of particular interest to Quality Assurance (QA) managers and personnel, production managers and supervisors operating in a meat industry context. At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish <i>requirements of the quality system</i>	1.1. Policies expressing the organisation's commitment to the quality system and processes are developed. 1.2. Legislative requirements for enterprise quality systems are identified. 1.3. Scope and objectives of the quality system are determined, including links with all enterprise operations, customers, suppliers and contractors. 1.4. Quality performance standards, including customer and supplier service standards, are established consistent with the direction and goals of the enterprise. 1.5. Resource requirements are identified and included in financial, human resource and operational plans.
2. Design and prepare for the quality system	2.1. <i>Quality systems</i> are selected and designed to meet enterprise, customer and regulatory requirements. 2.2. Quality principles underpin all enterprise operations to achieve business goals and performance standards. 2.3. Responsibilities for development, implementation and operation of the system are clearly defined and communicated. 2.4. Personnel from all levels and areas of the organisation are involved in the development and implementation of the quality system. 2.5. <i>System components, procedures</i> and supporting <i>documentation</i> are developed and validated. 2.6. Consultative and communication strategies are developed to link the quality system with all aspects of enterprise operations. 2.7. Supplier or contractor service standards and <i>audit</i> requirements are determined and negotiated. 2.8. <i>Performance measures</i> and indicators are developed to measure performance against policies, goals and performance standards.
3. Implement and <i>monitor</i> the quality system	3.1. Implementation plan is prepared and resourced. 3.2. Training plans to provide personnel at all levels with quality concepts and skills are prepared and resourced. 3.3. Quality system requirements and customer focus are addressed in the establishment, operation and

ELEMENT	PERFORMANCE CRITERIA
	<p>evaluation of all enterprise systems.</p> <p>3.4. Control and preventative action measures are identified and validated.</p> <p>3.5. Corrective action procedures are developed and monitored.</p> <p>3.6. Procedures for reporting, recording and responding to non-conformances and non-compliances are established.</p> <p>3.7. Customer and supplier service standards are monitored and documented.</p> <p>3.8. Quality data is collected and analysed, and implications reported.</p> <p>3.9. Quality costs and performance are monitored.</p> <p>3.10. Quality system is prepared for external review and approval by relevant authorities.</p>
4. Continuously improve the quality system	<p>4.1. Impacts of the quality system on enterprise operations are monitored and reviewed.</p> <p>4.2. Responses to customer complaints and requests are resolved and used to improve the system.</p> <p>4.3. Procedures for the ongoing identification and resolution of issues are established.</p> <p>4.4. Quality system is updated for changes in process, technical information, customer and regulatory requirements.</p> <p>4.5. <i>Stakeholders</i> are included in decision making and continuous improvement processes and strategies.</p> <p>4.6. Quality results, findings and conclusions are fed into improvement processes.</p> <p>4.7. Costs and benefits of the quality system are analysed.</p> <p>4.8. Quality goals and targets are continuously reviewed.</p>
5. <i>Communicate quality outcomes</i>	<p>5.1. <i>Certification</i> of product and processes consistent with quality outcomes is completed according to customer and regulatory requirements.</p> <p>5.2. Regulatory authorities and agencies are promptly notified of breaches and non-compliance incidents.</p> <p>5.3. Quality outcomes are used to promote public confidence in enterprise products and services.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse complex *statistical data* and prepare corrective responses to non-conformances and variations identified in the data, relevant to enterprise quality systems and operations
- apply *quality* concepts and *tools* to problem solving and the development of quality data collection, *data management systems* and analysis strategies
- apply substantial product and process knowledge to the development of the quality system and the *interpretation* of quality data
- apply relevant *communication* and *mathematical skills*
- communicate quality goals, requirements and findings to stakeholders in formats and styles appropriate to the context and purpose
- develop quality policies for the enterprise in consultation with senior management and other stakeholders
- develop consultative and feedback procedures and opportunities for identification and resolution of quality issues and problems
- develop continuous improvement processes and team building using the 'plan, do, check, act cycle'
- consult, negotiate with and report to regulatory authorities openly and promptly, consistent with enterprise ethical standards, including the notification of breaches and the preparation of non-compliance reports
- develop workforce commitment, capability and responsibility for the quality system, including identifying, negotiating and scheduling training, inclusion of responsibilities and duties relating to quality system implementation and integration in all job descriptions and work instructions, clear communication of responsibilities and requirements, delegation of tasks and responsibilities and inclusion of the workforce in consultative and continuous improvement processes
- ensure the quality system meets legislative and *regulatory requirements*
- exercise judgement, pragmatism and quality knowledge in the management and resolution of quality issues and problems
- identify and apply relevant *Occupational Health and Safety (OH&S)* and *workplace requirements*
- identify appropriate *monitoring systems* and strategies to support the enterprise quality system
- identify, research and update sources of quality information and advice, including technical and regulatory information to support enterprise quality system
- lead personnel (e.g. Hazard Analysis Critical Control Point (HACCP) team, management, quality team, meat inspection team, laboratory, maintenance teams, processors and operators) in the implementation and improvement of the quality

REQUIRED SKILLS AND KNOWLEDGE

system

- monitor and analyse the *costs* of the quality system, including prevention costs, appraisal costs, total quality costs and failure costs
- monitor and certify processes and product to meet *third -party* requirements (e.g. importing country, public health requirements and customers)
- oversee *audit processes* (internal and external), act on audit findings and provide feedback to personnel for improvement of the system
- oversee the preparation for third party certification (where appropriate)
- plan and resource the enterprise training strategy, consistent with regulatory requirements, to assist personnel at all levels in the implementation of the quality system
- prepare and sign off quality policies, manuals and documentation for the enterprise, including the preparation and updating of preventative, corrective and responsive procedures and strategies, supplier criteria and specifications, supplier and contractor audit requirements
- prepare quality implementation plans, identifying goals, key personnel and areas, resources, strategies, timelines and milestones
- present reports according to legal and enterprise requirements
- resolve customer complaints promptly and provide corrective action responses
- use appropriate questioning, observation, listening and recording skills in the collection and monitoring of quality data
- where quality systems are based on HACCP principles or Good Manufacturing Practice (GMP), explain these principles and the implications for the enterprise quality system.

Required knowledge

Knowledge of:

- key concepts, philosophies and tools of quality management
- management and organisational structure of the enterprise and its impact on enterprise systems
- the role audits play in a quality system
- documentation requirements of the quality system, including levels, and their roles in the functioning of the system, including the requirement for effective and secure quality record keeping systems
- enterprise goals and directions and their implications for the quality system
- *process capability*
- applicable quality standards, regulations, codes, legislation and customer requirements for the quality system and explain the implications for the enterprise
- legal requirements for the establishment and maintenance of the enterprise QA system including responsibilities for reporting breaches to authorities and implementing audit findings
- principles and functions of hazard analysis and control, validation, including

REQUIRED SKILLS AND KNOWLEDGE

auditing, and verification in quality systems.
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Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • customer specifications • establishment's quality system, performance data • relevant documentation, such as: <ul style="list-style-type: none"> • manufacturer instructions or operations manuals • manufacturer requirements • regulatory requirements • workplace policy and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • third party referee report of sustained performance at an appropriate level of authority and responsibility

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • assignment focusing on understanding and application of principles and theory to workplace operations • workplace projects which focus on the company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Requirements of the quality system</i> may include:</p>	<ul style="list-style-type: none"> • control of documents, data and quality records • coverage of contracts, purchasing, supply, processing, handling, storage, packaging, preservation, storage and delivery of meat and meat products • definition of management responsibilities • design and process controls • inspecting and testing, control of non-conforming product, preventative and corrective action, and auditing • management of links and impacts on all systems within the enterprise • production identification and traceability

RANGE STATEMENT	
	<ul style="list-style-type: none"> • training.
<i>Quality systems</i> may include:	<ul style="list-style-type: none"> • Australian, and Australian and New Zealand standards • food and meat safety • industry specific standards • international standards (e.g. ISO 9000 series) • Meat Safety Enhancement Program (MSEP) • Meat Safety Quality Assurance (MSQA) • Personal Qualities Assessment (PQA) • trade description and certification systems.
<i>Systems components and procedures</i> include:	<ul style="list-style-type: none"> • correction (e.g. disposition, corrective action, liability management and customer complaint resolution) • prevention (e.g. training, operator feedback, manuals, technology and equipment reliability and maintenance, statistical collection and information, supplier QA, Standard Operating Procedures (SOPs) and work instructions).
Where the quality system relates to food safety, relevant <i>documentation</i> may include:	<ul style="list-style-type: none"> • amendment registers • Critical Control Points (CCP) monitoring forms and additional monitoring requirements and supporting programs • critical control point work instructions • HACCP audit table • HACCP team register, product description and use • process flow charts, factory floor plan and hazard analysis table • schedules relating to hygiene, cleaning and sanitation procedures, work instructions, approved chemicals, calibration, pest control, training, and product identification and recall.
<i>Audits</i> of performance may include:	<ul style="list-style-type: none"> • compliance with regulatory requirements • external reviewers • human resource performance • QA, including meat and food safety • safety, energy and environment.
<i>Performance measures</i> for the total quality cost may include:	<ul style="list-style-type: none"> • quality cost per kg of product • quality cost per dollar of direct production costs.
<i>Monitoring</i> and analysis may be:	<ul style="list-style-type: none"> • periodic (e.g. hourly, daily and weekly)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • in real time (electronically).
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors • management and employees • suppliers, customers and consumers • unions and employer associations.
Systems for the <i>communication of quality outcomes</i> may include:	<ul style="list-style-type: none"> • development of quality teams • newsletters, bulletins and awards • problem-solving teams and sessions • quality meetings or circles • training.
<i>Certification</i> may include:	<ul style="list-style-type: none"> • AUS-MEAT certification • importing country requirements • Meat Standards Australia (MSA) certification • State, territory or public health requirements.
<i>Statistical data</i> analysis may include:	<ul style="list-style-type: none"> • correlation and regression analysis, bi-variate and multi-variate analysis • distribution • estimating and hypothesis testing • management • probability and statistical inference • process stability, capability and management • reliability planning • sampling • statistical process control requirements and charting applications • variations and variation monitoring.
<i>Quality tools</i> may include:	<ul style="list-style-type: none"> • cause and effect and fish bone diagrams • control charts • data points • flow charts • histograms • prioritisation matrices • process improvement models • process capability • pareto charts • team structures.
<i>Data management systems</i> may be manual or computerised, cover	<ul style="list-style-type: none"> • bar coding, identification, tagging and traceback systems

RANGE STATEMENT	
data collection, data monitoring and data analysis and interpretation, and may include:	<ul style="list-style-type: none"> • calculators • charting and graphing materials • computer software packages (e.g. spreadsheets and statistical analysis packages) • computerised equipment • manual measuring equipment (e.g. thermometers, pressure gauges and scales) • monitoring sheets and records.
Data analysis and <i>interpretation</i> may include:	<ul style="list-style-type: none"> • Acceptable Quality Level (AQLs) • Chemical Lean (CL) levels • microbiological analysis (e.g. Total Viable Counts (TVC) and e-coli counts) • process capability analysis • process variation analysis • product monitoring • statistical process control • temperature (e.g. cooling and chilling rates).
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with culturally, ethnically and socially diverse individuals and groups • involve information and communications technology (e.g. databases, internet search and e-commerce services) • occur in a variety of sensitive, conflictive, collaborative and supportive environments • be formal or informal and involve face to face, technological and electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • complex actual and hypothetical technical and financial modelling • calculations and interpretation and analysis • mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel

RANGE STATEMENT	
	<ul style="list-style-type: none"> • operations • sales and turnover • exports.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • hygiene and sanitation requirements • industrial awards and agreements • relevant regulations • state and territory regulations regarding meat processing • taxation.
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE): <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Monitoring systems</i> and strategies may include:	<ul style="list-style-type: none"> • audits and reviews • feedback from stakeholders • inspection and testing procedures and regimes, including chemical and microbiological testing procedures, for validation and verification • statistical collection and analysis.
Quality <i>costs</i> include:	<ul style="list-style-type: none"> • appraisal (e.g. design appraisal, inspection, depreciation of quality equipment, process control and end product testing) • failure (e.g. scrap and waste, reinspection or retesting, disposal, down time, product downgrading, product liability, loss of custom, returned product and complaints) • prevention (e.g. training, auditing, process control engineering, testing, reporting and recall systems).
<i>Third-party</i> certification may include:	<ul style="list-style-type: none"> • Australian Quarantine Inspection Service (AQIS) accountabilities and inspection stamps/seals • customer requirements and specifications, including importing country requirements • licensing or registration requirements • national or international quality endorsement • product description and certification.
<i>Audit processes</i> include:	<ul style="list-style-type: none"> • planning • establishing controls • developing the team • conducting entry/exit meetings • controlling caucus meetings • issuing corrective action requests • preparing reports • giving feedback and input into the improvement of the system.
<i>Process capability</i> includes:	<ul style="list-style-type: none"> • operational capability (e.g. resources, risks, opportunities and commitments) • technical capability (e.g. personnel,

RANGE STATEMENT	
	equipment, systems and suppliers).

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS5604C Manage maintenance systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop maintenance strategies which cause minimal disruption to plant operations and which are cost efficient. An enterprise's maintenance system influences the cost and quality of the product and the safety of the workforce and environment.
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Application of the Unit

Application of the unit	At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies. This unit is particularly useful for maintenance managers, plant engineers and production managers working in a meat industry context.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>maintenance</i> policies	<p>1.1. Maintenance costs, including the cost of poor maintenance procedures, are identified and quantified.</p> <p>1.2. Management commitment to a productive maintenance strategy is negotiated and confirmed.</p> <p>1.3. Enterprise performance is benchmarked against agreed standards, and maintenance policies and priorities are developed.</p> <p>1.4. <i>Maintenance system goals</i> are developed through negotiation with <i>stakeholders</i>.</p> <p>1.5. Communication strategies are established to build positive workforce attitude and commitment to maintenance.</p>
2. Implement maintenance management system	<p>2.1. Resource requirements are identified, secured and included in enterprise budgets and operational plans.</p> <p>2.2. Location of the maintenance function and/or team within enterprise structures is determined.</p> <p>2.3. Profile of the maintenance function and/or team within enterprise structures is determined.</p> <p>2.4. Roles and responsibilities of equipment users and the <i>maintenance team</i> are clarified and built into position descriptions and work instructions.</p> <p>2.5. Mentoring and training in the use and care of technology and equipment is provided to support the maintenance strategy.</p> <p>2.6. Maintenance procedures and schedules are prepared to minimise negative impacts on production, costs, waste and the environment.</p> <p>2.7. Record keeping systems are developed and maintained.</p> <p>2.8. Potential risks are analysed and management strategies recommended.</p> <p>2.9. Contingency plans are prepared in collaboration with the workforce, suppliers and customers.</p> <p>2.10. Maintenance schedules and procedures are effectively communicated to the team.</p>
3. Monitor and review maintenance management system	<p>3.1. Continuous improvement strategies are developed.</p> <p>3.2. Performance criteria for maintenance goals are determined and data collection strategies established.</p> <p>3.3. Performance information and outcomes are analysed</p>

ELEMENT	PERFORMANCE CRITERIA
	and implications reported to stakeholders.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- consult with key personnel, people on the floor, delegates, suppliers, contractors and equipment manufacturers to determine appropriate maintenance strategies, procedures and schedules
- develop *maintenance policies* and strategies, including establishing criteria for determining maintenance priorities and planning and scheduling routine equipment and overhead maintenance to meet quality system requirements
- establish and monitor performance targets for maintenance teams within performance planning and appraisal processes
- develop workforce commitment to effective maintenance strategies, including implementing strategies for *devolving* the identification of maintenance needs to the floor, developing consultative and cooperative *problem-solving strategies*, and negotiating changes in work practices
- develop secure record keeping procedures to document maintenance costs, *problems*, priorities, solutions, schedules and completions
- apply relevant *communication* and *mathematical skills*
- evaluate and recommend alternative maintenance policies and strategies, including evaluation of the costs and benefits of internal and consultant service models, changes in work roles and responsive/preventative models for maintenance
- determine and recommend the need for capital expenditure for the replacement of plant and equipment
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- manage *maintenance costs*, including determining total maintenance costs based on maintenance service cost and machine breakdown cost, setting, justifying, and achieving maintenance budgets
- monitor performance of the system, including establishing indicators, setting up data collection strategies, analysing data to identify trends and isolate problems or problem areas, and measuring progress against targets
- prepare and implement contingency plans for dealing with risks, including equipment breakdowns and failures, including negotiation and planning with

REQUIRED SKILLS AND KNOWLEDGE

production personnel

- present reports according to legal and enterprise requirements
- review maintenance strategies and goals within the enterprise, continuous improvement and planning processes.

Required knowledge

Knowledge of:

- plant and equipment falling under the scope of the maintenance program, including steam generation systems, refrigeration systems, water and effluent systems, processing and production equipment, and building
- maintenance issues related to the enterprise and their impact on the productivity of the plant
- cost elements in maintenance system costing and budgeting
- relevant legislation and regulations (e.g. food safety and food standards), and industrial agreements, and explain the implications for plant and equipment maintenance
- costs resulting from poor maintenance and the benefits of a preventative maintenance system
- *impacts of poor maintenance* on meat safety, meat and/or product quality, occupational and environmental safety.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a real work environment
- relevant documentation, such as:
 - financial data relating to maintenance costs
 - manufacturer instructions or operations manuals
 - regulatory requirements
 - workplace policy and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace

EVIDENCE GUIDE	
	<p>operations</p> <ul style="list-style-type: none"> workplace projects with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Maintenance</i> may be:	<ul style="list-style-type: none"> preventative responsive routine.
<i>Maintenance system goals</i> and performance indicators may include:	<ul style="list-style-type: none"> reductions in backlogs changes in attitude (e.g. commitment to elimination of defects before they cause breakdowns, prevention, and end to equipment abuse) costs frequency of breakdowns length of time out of action roles or users of maintenance and problem solving time of repairs.

RANGE STATEMENT	
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors • management and employees • suppliers, customers and consumers • unions and employer associations.
<i>Maintenance teams</i> may include:	<ul style="list-style-type: none"> • engineers • boiler makers • plumbers and gas fitters • electricians • carpenters • labourers.
<i>Maintenance policies</i> may include:	<ul style="list-style-type: none"> • preventative maintenance strategies, such as: <ul style="list-style-type: none"> • replacing all parts of a certain type when one fails • replacing all parts after expected or average service life • servicing all equipment according to supplier recommendations and at fixed time intervals after average service life • responsive maintenance strategies, such as: <ul style="list-style-type: none"> • defined maintenance priorities (e.g. chain breakdowns, chillers overheating versus leaking taps) • defined repair or service turnaround times (e.g. within two hours or days of maintenance report).
<i>Devolution</i> strategies may include:	<ul style="list-style-type: none"> • encouraging work areas to prioritise maintenance within specified budget • including maintenance personnel in problem-solving teams • linking responsive and preventative maintenance to safety requirements and committees • rewarding work area or team identification and achievement of maintenance targets.
<i>Problem-solving strategies</i> may include:	<ul style="list-style-type: none"> • cross functional, problem solving, process improvement or maintenance teams • suggestion boxes • tool boxes, consultative committees and maintenance meetings.

RANGE STATEMENT	
Maintenance <i>problems</i> may include:	<ul style="list-style-type: none"> • breakdowns in lifting equipment, corning vats and smokehouses • bug infested equipment (e.g. water in lubrication systems and electrical boxes) • faulty air knives • faulty thermostats in chillers, freezers, cool stores, display cabinets and hydraulic equipment • leaking taps, hoses and pipes • rust, peeling paint and surface coatings.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with culturally, ethnically and socially diverse individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • occur in a variety of sensitive, conflictive, collaborative and supportive environments • be formal or informal and involve face to face and technological or electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • technical and financial modelling • calculations • interpretation and analysis • complex actual and hypothetical mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • animal welfare • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management, and sustainable work practices • equal employment opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • hygiene and sanitation requirements • industrial awards and agreements • relevant regulations • state and territory regulations regarding meat processing • taxation • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Maintenance costs</i> include:	<ul style="list-style-type: none"> service costs: <ul style="list-style-type: none"> costs associated with the maintenance service, including labour the cost of parts and materials maintenance facilities equipment and tools training. breakdown costs: <ul style="list-style-type: none"> costs associated with the loss of production, including damaged or destroyed product under-used labour wasted energy and utilities loss of contract or contract penalties reduced capacity.
<i>Impacts of poor maintenance</i> on meat safety and meat and product quality may include:	<ul style="list-style-type: none"> contamination, including physical (e.g. rust, dust, metal and moisture) and microbiological damaged carcasses or product refrigeration breakdowns causing incorrect temperatures and chilling rates causing toughening, rancidity, weight loss and micro-contamination.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMPS5605C Manage utilities and energy

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify enterprise utilities and energy requirements, and to manage their use, control waste and control costs. Utilities and energy are a significant cost component in the production of meat and meat products. Their efficient use affects the quality of the product, costs and profits.
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Application of the Unit

Application of the unit	<p>This unit is of particular interest to maintenance, engineering, production, environment and finance personnel working in a meat industry context.</p> <p>At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Identify enterprise utility and energy requirements and <i>costs</i></p>	<p>1.1. Utility and energy requirements for all areas and operations of the enterprise are identified consistent with <i>workplace</i>, customer and <i>regulatory requirements</i>.</p> <p>1.2. Current utility and energy costs are measured and impact on profitability is identified.</p> <p>1.3. Enterprise's future utility or energy requirements are determined consistent with enterprise goals and directions.</p> <p>1.4. Utility and energy requirements and costs are included in all forward planning.</p>
<p>2. Monitor and control enterprise utility and energy use</p>	<p>2.1. Performance standards and indicators are established, using agreed <i>benchmarks</i> and best practice methods.</p> <p>2.2. Team commitment to utility or energy management is developed using consultative approaches.</p> <p>2.3. Systems for the accurate monitoring of utility and energy use and costs are developed.</p> <p>2.4. Enterprise operations are audited to assess use, misuse and <i>waste</i> of utilities and energy.</p> <p>2.5. Enterprise performance is monitored and systems and operations are adjusted or corrected.</p> <p>2.6. Contingency plans for failure of utility or energy supply and service are prepared.</p> <p>2.7. Workplace safety systems and procedures are updated to include requirements for safe use of utilities or energy.</p>
<p>3. Review performance and utility or energy costs</p>	<p>3.1. Strategies and/or procedures for more <i>efficient</i> use of utilities or energy and the minimisation of <i>wastage</i> are identified, evaluated and recommended.</p> <p>3.2. Alternative utility or energy sources and services are assessed for availability, suitability for enterprise product, contribution to sustainability, operations and cost.</p> <p>3.3. Appropriate <i>utility or energy services</i> are recommended and utility or energy supply conditions and charges negotiated.</p> <p>3.4. Enterprise utility and energy performance is monitored and measured.</p> <p>3.5. Performance information, including team feedback, is analysed and reported to <i>stakeholders</i>.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.6.Recommendations for further improvements are prepared and implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse utility or energy tariffs and charges and options available to the enterprise
- apply relevant *mathematical* and *communication* skills
- communicate effectively with internal and external personnel with diverse roles, communication skills and cultures to determine utility or energy requirements and use
- calculate and analyse enterprise utility or energy costs and their impact on production costs
- consult with personnel across the enterprise to identify and resolve utility or energy waste problems
- determine current and future utility or energy requirements for enterprise operations, including analysing company goals, conducting utility or energy audits to identify consumption patterns and inefficiencies, *measuring* enterprise utility or energy consumption and cost, including waste, against agreed benchmarks
- develop performance measures and indicators for utility or energy consumption and costs, based on benchmarks and enterprise goals
- develop strategies for minimising and optimising utility or energy usage, including assessing and monitoring equipment performance, introducing energy efficient plant and equipment, comparing sources and recommending utility or energy substitution, changes to procedures, and assessing and minimising non-working day use of utilities (e.g. lighting)
- evaluate, cost and recommend alternative plant, equipment, procedures and utility or energy sources to improve *efficiency*, including researching sources, reviewing enterprise procedures, evaluating suitable alternatives for enterprise products and operations, and calculating initial and maintenance costs and payback periods
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- include safety requirements of utility or energy use in workplace health and safety systems and procedures
- interpret and review performance information and recommend strategies for

REQUIRED SKILLS AND KNOWLEDGE

improvement

- manage utility and energy costs, including calculating current utility or energy charges, comparing and recommending supply sources and costs, monitoring utility or energy budget, determining the impact of changes in utility or energy costs on budgets and profitability and taking actions to correct budget variations
- prepare contingency plans relating to utility or energy supply failure and incidents, which include emergency and safety procedures, alternative supplies (e.g. co-generation) and communication strategies
- prepare strategies to spread utility or energy use to avoid supplier peak demand or cost periods
- prepare reports, resource proposals and recommendations in styles, formats and language appropriate for the audience
- present reports according to legal and enterprise requirements
- recommend utility or energy suppliers and negotiate supply and costs
- research best practice models in utility or energy assessment, planning, use and sustainability, and assess their applicability for the enterprise
- take action to improve own work performance as a result of feedback from others, self-evaluation, or in response to changed work practices and technologies
- utilise information and communications technology including budget and costing modelling software to analyse costs of alternative utility or energy management or purchase strategies.

Required knowledge

Knowledge of:

- principles and methods of heat transfer and how they impact on utility or energy use, waste and cost
- concepts of base load and variable load of utility and energy services
- principles of demand control, including co-generation or outage, and peak load shedding or shifting to minimise utility or energy costs
- steam generation process and its use as an energy source in the plant
- cost components related to the use of utility or energy including capital, purchase, replacement and maintenance costs for plant and equipment, payback periods and net utility or energy costs
- procedures and systems for measuring utility or energy use and waste, appropriate to the operations of the enterprise
- utility or energy supply *status* and sources available to the enterprise

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Assessment must be conducted in a workplace context under normal production and operating conditions.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace operations
- simulation
- workplace projects with a focus on company environment and conditions.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Strategies for reducing <i>costs</i> of utility or energy supply may include:</p>	<ul style="list-style-type: none"> • bulk purchasing alliances • encouraging sustainability • reducing use and wastage • replacing external supplies with on-plant generation or co-generation (e.g. using wind and biogas methane) at lower cost or at suppliers' cost • spreading use to avoid peak demand or cost periods through scheduling, computerised demand management systems • substitution.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • sustainable work practices • the ability to perform the task to production requirements • work instructions.
<p><i>Regulatory requirements</i> may</p>	<ul style="list-style-type: none"> • animal welfare • commercial law, including fair trading and

RANGE STATEMENT	
include:	trade practices <ul style="list-style-type: none"> • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards and agreements • relevant state, territory and federal regulations regarding meat processing • taxation.
Benchmarks may be:	<ul style="list-style-type: none"> • industry benchmarks established through partnerships or base figures determined by the enterprise.
Utility and energy <i>efficiency</i> may relate to:	<ul style="list-style-type: none"> • characteristics of installed load • cost saving measures not directly related to plant performance (e.g. lighting and after hours use) • cost saving measures related to plant performance • sustainability, green, co-generations • tariffs.
Utility and energy <i>wastage</i> and inefficient use may be caused by:	<ul style="list-style-type: none"> • equipment not suitable for the job • equipment running unnecessarily • equipment used constantly • inefficient equipment • poor maintenance of equipment, operating systems • poor procedures.
Utilities and energy services and supply may be contestable or non-contestable and include:	<ul style="list-style-type: none"> • coal and wool • electricity (e.g. on site generation, such as wind, oil or diesel, co-generation, hydro, and gas or coal generated) • fuel oil, distillate and petrol • gas (natural and bottled) • telecommunications • water and steam.
Stakeholders may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors

RANGE STATEMENT	
	<ul style="list-style-type: none"> • management and employees • suppliers, customers and consumers • unions and employer associations.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • technical and financial modelling • calculations • interpretation • analysis • complex actual and hypothetical mathematical information, such as: <ul style="list-style-type: none"> • complex and relate to product and product quality • financial operations • personnel • operations • sales and turnover • exports.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with culturally, ethnically and socially diverse individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • be formal or informal and involve face-to-face and technological/electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
Strategies and measures for <i>measuring</i> use and <i>waste</i> may include:	<ul style="list-style-type: none"> • cubic metres per tonne hot carcase weight or equivalent cattle weight • departmental meters • inflow and outflow comparisons • litres per kilogram hot carcase weight or equivalent cattle weight • unit of utility or energy per (tonne) dressed

RANGE STATEMENT	
	carcass weight <ul style="list-style-type: none"> unit of utility or energy per kilogram processed, manufactured or prepared product water (e.g. m³, cost per tonne hot carcass weight HCW, m³, cost per kg of processed, manufactured or prepared product).
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice etc.
Utility or energy supply <i>status</i> may include:	<ul style="list-style-type: none"> contestable suppliers sole supplier supplier and purchaser (buy enterprise generated surpluses).

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS5607C Manage and improve meat industry plant operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to plan and monitor an enterprise's operations from the receipt of stock and material, through processing and manufacturing options, transport, distribution and storage, to delivery to the customer. It also includes the skills and knowledge to ensure that the operations are managed in a cost efficient and effective way.
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Application of the Unit

Application of the unit	<p>This unit is particularly suitable for operations managers, or production managers with plant or department level responsibility for operations within a meat industry context. It provides all production personnel with an integrated approach to operations management.</p> <p>At this level individuals exercise considerable autonomy, responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess operational requirements	<p>1.1. Enterprise directions, goals and forecasts are analysed to establish the parameters for enterprise operations.</p> <p>1.2. Industry, market and enterprise information is gathered and analysed to determine short and medium term implications for enterprise operations.</p> <p>1.3. Operational budgets and strategies to achieve forecasts are prepared and resource requirements obtained.</p> <p>1.4. Operational productivity and performance measures to meet enterprise goals are determined.</p>
2. Plan operations for optimum efficiency and effectiveness	<p>2.1. Work organisation and performance patterns are reviewed for safety, efficiency and to maximise team contribution and satisfaction.</p> <p>2.2. Systems and technologies are developed to facilitate cost efficient and effective operations and to meet production, quality, waste, environmental and safety targets.</p> <p>2.3. Product/process flows are reviewed for optimum performance.</p> <p>2.4. Systems monitoring and control procedures are established to maximise performance.</p> <p>2.5. Contingency plans are prepared.</p> <p>2.6. Operational assets are identified and asset management strategies are recommended.</p> <p>2.7. Action plans to implement change are prepared.</p>
3. Manage operations	<p>3.1. Operational requirements for inputs, personnel, equipment and transport are identified.</p> <p>3.2. Plans and schedules are prepared to meet customer requirements.</p> <p>3.3. Systems to control costs, energy consumption, waste, environmental impact, quality and food safety are implemented.</p> <p>3.4. Work organisation strategies are planned and reviewed in consultation with the workforce.</p> <p>3.5. Opportunities to maximise yield and gain commercial value from total production are identified and evaluated.</p> <p>3.6. Operations are monitored and adjusted, consistent with operational plans and budgets.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.7. Consultation and collaboration are used to identify and resolve problems promptly, efficiently and effectively.
4. Evaluate performance	4.1. Data is collected and analysed to determine achievement of operational performance targets. 4.2. Performance information and implications are conveyed to <i>stakeholders</i> . 4.3. Recommendations and outcomes are included in the review of enterprise business plans, directions and goals. 4.4. Systems and procedures are reviewed to facilitate the achievement of enterprise plans and goals.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse enterprise forecasts for orders, livestock and raw material availability and prices, and determine the operational requirements to achieve enterprise goals
- analyse performance data to determine achievement of profit, productivity and other targets
- analyse the implications of blockages or stoppages (e.g. breakdowns, no stock or materials and staff shortages) at particular points in the process flow, including upstream and downstream effects and costs
- outline enterprise directions, goals and ethical standards and analyse the implications for enterprise operations
- assess current operational capability to achieve enterprise goals, including an analysis of current technology and configurations and mixes of personnel and processes, and a review of procedures to identify any gaps or shortfalls in capability of resources
- apply methods and theories of workplace or work team organisation and job design, and review to enterprise operations
- apply relevant *communication* skills
- apply scheduling techniques and principles to enterprise operations
- consult, collaborate and negotiate with personnel from all levels and areas of the

REQUIRED SKILLS AND KNOWLEDGE

plant

- maintain currency of knowledge through independent research and/or professional development
- develop action plans to implement changes to improve performance
- evaluate and recommend strategies for achieving enterprise goals and forecasts, including assessment of alternative configurations/mixes of personnel, processes and work organisation structures and calculating the impact changes in operations have on the productivity of the enterprise/department and the preparation of resource proposals
- evaluate the costs, benefits, consequences and implications of adopting alternative risk management strategies and make recommendations to senior management
- identify and apply relevant *Occupational Health and Safety (OH&S)* and *workplace requirements*
- manage operations for area of responsibility, including developing operational strategies and schedules in response to short, medium and long term forecasts and plans for the enterprise; obtaining and scheduling required resources, including raw materials, personnel, equipment, refrigeration, storage and transport; and monitoring product or process flow
- maximise value of enterprise operations, including identifying opportunities for gaining commercial value from co-products and *by-products*, evaluating relative returns on enterprise products to determine overall impact on profitability, controlling waste and energy consumption
- minimise workplace conflict and build positive relationships using consultation, negotiation and problem-solving strategies
- monitor enterprise performance, including developing productivity and operational performance measures for enterprise operations, linking monitoring systems to quality requirements and performance measures, interpreting performance information and taking/authorising corrective action
- prepare and monitor operational budgets, including identification of operational cost components, calculation of resource requirements, calculation of cost per unit of finished product (e.g. cost per kilogram dressed weight and processed weight), monitoring of costs, taking action to adjust budget variations, including budget requirements and projections in enterprise financial planning
- prepare contingency plans to minimise disruption to production
- present reports according to legal and enterprise requirements
- research and evaluate available technologies and systems for suitability for enterprise products and directions or plans
- take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices organisation or technology
- use detailed product knowledge to describe the processing or production requirements necessary to maintain the quality of enterprise products (e.g. handling, processing methods, equipment, and storage for different species and breeds)

REQUIRED SKILLS AND KNOWLEDGE

- use *mathematical skills* to analyse performance relating to costs, waste, production levels, yields
- utilise available information and communications technology (e.g. productivity analysis and scheduling software).

Required knowledge

Knowledge of:

- enterprise's *scope of operations*
- enterprise budget planning and management processes and cycles
- *regulatory requirements* affecting enterprise operations
- potential impact of operational changes on personnel and develop strategies to minimise negative effects on individuals, the team and enterprise operations
- factors which affect the productivity of the enterprise, including workforce costs, capital investment, materials, waste and overheads.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation, such as: <ul style="list-style-type: none"> • manufacturer instructions and operations manuals • regulatory requirements • workplace policy and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace projects with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Operational budgets</i> and expenditure may include:</p>	<ul style="list-style-type: none"> asset management capital expenditure environmental management equipment and technology livestock, raw materials and ingredients, packaging and other supplies replacement, repair and maintenance risk management strategies staffing levels utilities. <p>Operational budgets may be developed using:</p> <ul style="list-style-type: none"> activity based costing approaches limited input approaches or global budget approaches.

RANGE STATEMENT	
<i>Forecasting methods</i> may:	<ul style="list-style-type: none"> • be qualitative and include market research, customer surveys, executive team consensus, sales staff information and feedback • be quantitative and include long range data from internal and external sources, statistical analysis methods of linear regression, moving averages, weighted moving averages and trend analysis • include data relating to: <ul style="list-style-type: none"> • livestock from contacts or cattle markets • manpower availability • prices, exchange rates and inflation • sales and consumption patterns • seasonality, cycles and growth patterns • other factors.
<i>Resources</i> to support operations may include:	<ul style="list-style-type: none"> • administrative systems and procedures • buildings, plant and equipment, technology, and energy and water supply • financial resources • human resources • stock ingredients and materials.
<i>Enterprise systems and technologies</i> include:	<ul style="list-style-type: none"> • customer service • food safety • production, processing, manufacturing or preparation • quality • resources (e.g. personnel and finances) • waste and environmental management • workplace safety.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors • management and employees • suppliers, customers and consumers • unions and employer associations.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be formal or informal and involve face to face and technological or electronic methods • be with culturally, ethnically and socially diverse individuals and groups • involve the preparation of reports which may be complex, contain information from a range

RANGE STATEMENT	
	<p>of technical sources and include mathematical and graphic information and data</p> <ul style="list-style-type: none"> • require reading and interpreting workplace related documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>By-products</i> may include:	<ul style="list-style-type: none"> • fellmongery skins and hide processing • food ingredients and processing (e.g. gelatins)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • pharmaceutical and medical products (e.g. valves, organs, collection and processing of foetal blood) • rendered products (e.g. meat meal and tallow).
<i>Mathematical skills</i> may:	<ul style="list-style-type: none"> • be complex and relate to product and product quality, financial operations, personnel, operations, sales and turnover, and exports • relate to complex actual and hypothetical technical and financial modelling, calculations and interpretation or analysis.
<i>Scope of operations</i> may include interactions with:	<ul style="list-style-type: none"> • producers and suppliers • meat processing • further processing, including smallgoods manufacture • food service operations and wholesale and retail operations • storage • transport and distribution • customers.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental sustainability and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards and agreements • relevant regulations • state and territory regulations regarding meat processing • taxation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS5608C Manage environmental impacts of meat processing operations

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to assess the potential impacts of enterprise operations on the environment and implement cost effective strategies. Management of environmental impact is a priority across all sectors of the industry and the industry has made a considerable investment in developing best practice systems for the management and minimisation of environmental impact. The scope of the unit includes water quality, usage and waste, air quality, emissions, noise, odour, and the minimisation and disposal of solid wastes.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit is suitable for managers with responsibility for environment matters and for plant engineers, production managers, chiller managers, quality managers working in a meat industry context.</p> <p>At this level individuals exercise considerable autonomy, responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine <i>environment management strategy</i> requirements	1.1. Enterprise's ethical, community and legal obligations for environmental management are ascertained. 1.2. Enterprise operations are examined to identify potential environmental impacts. 1.3. Competitive and economic advantages and disadvantages of environmental management strategies are analysed.
2. Develop enterprise commitment to environmental management	2.1. Management commitment is obtained and enterprise environmental management policy formulated. 2.2. Agreed environmental management strategies are built into enterprise planning, operating systems and review processes. 2.3. Consultative processes are developed to resolve environmental issues and problems. 2.4. Environmental management roles and responsibilities are incorporated into job functions, position descriptions and Standard Operating Procedures (SOPs). 2.5. Communication and training strategies to inform and support <i>stakeholder</i> commitment are developed and implemented.
3. Prepare environmental management strategy	3.1. Enterprise requirements for expert assistance and advice are identified. 3.2. Environmental risks are identified and evaluated. 3.3. Requirements of environmental management systems are determined. 3.4. Alternative environmental management strategies and <i>systems</i> are evaluated for efficiency, effectiveness and sustainability, according to enterprise requirements and <i>regulatory</i> compliance. 3.5. Opportunities for minimising <i>environmental impact</i> and maximising commercial value of waste or waste treatment by-products are identified. 3.6. Resource requirements are calculated and included in enterprise planning processes. 3.7. Performance criteria for environmental management are developed.
4. Implement and monitor environmental	4.1. Licences, permits, schedules and agreements are negotiated with regulatory requirements. 4.2. Environment and waste management policies and

ELEMENT	PERFORMANCE CRITERIA
management strategies and systems	<p>responsibilities are communicated to stakeholders.</p> <p>4.3. Environmental and waste management systems are selected, developed, implemented and integrated into operational systems.</p> <p>4.4. Monitoring, reporting and validation procedures are developed.</p> <p>4.5. Corrective action strategies and contingency plans are prepared.</p> <p>4.6. Verification procedures are established.</p> <p>4.7. Causes of non-compliance are investigated and control measures developed.</p> <p>4.8. Systems are reviewed to reflect changes in technology, regulations and operational performance.</p>
5. Review environmental management policies, strategies and systems	<p>5.1. Continuous review and improvement processes, including consultation with stakeholders, are established.</p> <p>5.2. Performance information is assessed and analysed against specified criteria and standards to identify areas for improvement.</p> <p>5.3. Conclusions and recommendations are analysed and included in enterprise planning and improvement processes.</p>
6. Manage community relations	<p>6.1. Environmental impact statements are prepared to address community, environmental and public health concerns and regulatory requirements.</p> <p>6.2. Interactions with environmental authorities and agencies are conducted openly, positively and ethically.</p> <p>6.3. Opportunities to promote the enterprise as a good corporate citizen in environmental management are identified and utilised.</p> <p>6.4. Enterprise measurement and logging of environmental impacts is maintained, analysed and reported to stakeholders.</p> <p>6.5. Community complaints are dealt with promptly, openly and courteously.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse and interpret current regulatory requirements, including local, state, national and international, for environmental management, such as environmental tolerance levels, and explain the implication for enterprise operations
- assess viability of gaining commercial value from waste, including the determination of commercial quantities, costs, returns and payback periods
- apply relevant *mathematical* and *communication skills*
- communicate effectively with internal and external personnel with diverse roles and cultures
- comply with regulatory requirements for managing enterprise environmental impact, including negotiation of agreements, plans, permits and licences with relevant environmental management authorities, confinement of environmental impacts within permissible limits and preparation of the enterprise for external audit where specified
- consult with internal/external stakeholders and external agencies to prepare contingency plans and emergency response procedures for environmental incidents
- develop individual and team capacity to achieve enterprise management policies and goals, including clear communication of individual and team responsibilities for minimising environmental impact, development of consultative processes and strategies to identify and resolve environmental issues, and identification and provision of appropriate training programs
- develop procedures for responding to community complaints and concerns
- evaluate and recommend environmental management systems to meet enterprise needs, including the identification and audit of enterprise creation of waste and environmental impacts and evaluation of control and treatment systems suitable for enterprise operations, comparative costs, savings and minimisation of environmental impacts, such as *wastewater disposal*, *measures to minimise nutrients* and other contaminants in water, e.g. strategies to control *air pollution*, *odour treatment processes* and managing *solid waste*
- identify and apply relevant *Occupational Health and Safety (OH&S)*, regulatory and *workplace requirements*
- implement enterprise environmental management systems to minimise environmental impact, including the establishment of monitoring and testing regimes and record keeping systems; development of procedures for identifying, reporting and analysing the causes of environment non-conformances and incidents; development of control measures to prevent recurrence of environmental incidents, hazardous events and non-conformances
- monitor performance of the enterprise environmental management system, including the identification of performance standards based on industry best practice; collection and analysis of qualitative and quantitative performance data;

REQUIRED SKILLS AND KNOWLEDGE

benchmarking; assessment of performance against standards and recommendations for improvement

- prepare and update enterprise environmental impact statements and environment management plans
- prepare information about the enterprise's environmental management strategy and progress for release to the public, consistent with enterprise ethical standards and regulatory requirements
- prepare **reports** and recommendations for senior management, using analysis of complex information and language, and presentation styles appropriate for the purpose
- present reports according to legal and enterprise requirements
- take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices and requirements or technologies
- utilise effective communication, negotiation and problem-solving skills in interactions with all stakeholders, including environmental authorities and agencies and community representatives
- utilise information and communications technology for research, data collection and analysis and reporting, including the use of statistical and modelling software, where available.

Required knowledge

Knowledge of:

- potential costs of prevention, assessment and control of environmental impact
- customer and consumer, including importing country, requirements for effective environmental management and the implications for enterprise operations
- enterprise requirements for **expert advice, assistance** and support
- major air, water and solid waste environmental impacts generated by the meat industry
- relevant environmental authorities, their jurisdictions, powers and the implications for enterprise operations.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a workplace environment with typical operating and production conditions
- enterprise system information, including company Environmental Protection Authority (EPA) licences, environmental performance reports and data.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace operations
- workplace projects with focus on company environment and conditions.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Environmental management strategies</i> may include:</p>	<ul style="list-style-type: none"> • alternative energy sources and configurations • further processing of waste for commercial purposes • minimisation strategies (e.g. plant, technology and equipment design and replacement, systems review, process and work flow redesign) • recycling, reuse and recovery of liquid and solid waste.
<p><i>Stakeholders</i> and external agencies may include:</p>	<ul style="list-style-type: none"> • community groups, including neighbours, residents, environment and conservation groups • company owners, directors, shareholders and financiers • customers and consumers • emergency services • employees • enterprise departments, divisions and sections

RANGE STATEMENT	
	<ul style="list-style-type: none"> • environment protection authorities and agencies • governments and government agencies (federal, state, territory and local) • industry groups and associations, including employee, employer, professional and technical groups • regulatory authorities.
Environmental management <i>systems</i> may include:	<ul style="list-style-type: none"> • consultation requirements • qualitative assessment techniques • sampling and measurement schedules, methods and requirements • sustainability targets.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • AS 3595-1990 Energy management - Guidelines for financial evaluation of a project • AS/NZ ISO 14001:2004 Environmental Management Systems - Requirements with Guidance for Use • AS/NZ ISO 14040:1998 Environmental Management Systems - Life Cycle Assessment - Principles and Framework • AS/NZ ISO 19011:2003 Guidelines for Quality and/or Environmental Management Systems Auditing • Australian covenants and codes of practice on packaging disposal • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management • environmental protection, conservation and sustainability requirements • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • licensing requirements and conditions (e.g. export meat order requirements for potable water and food safety)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • planning permission, including solid and liquid waste disposal, odours, plant noise, and impact of road transport/traffic (e.g. noise) • pollution control licences • public health requirements • relevant regulations, such as state and territory regulations regarding meat processing • taxation • United Nations Educational, Scientific and Cultural Organization (UNESCO) and World Health Organisation (WHO) covenants and agreements.
<i>Environmental impacts</i> may include:	<ul style="list-style-type: none"> • air pollution (e.g. odour, noise, ozone depletion and contamination) • soil degradation (e.g. solid and liquid waste) • water pollution (e.g. effluent and liquid waste, and solid waste).
<i>Mathematical</i> skills may relate to:	<ul style="list-style-type: none"> • complex actual and hypothetical technical and financial modelling • calculations • interpretation • analysis. • complex actual and hypothetical mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
<i>Communication skills</i> may:	<ul style="list-style-type: none"> • be with culturally, ethnically and socially diverse individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • be formal or informal and involve face to face

RANGE STATEMENT	
	<p>and technological/electronic methods</p> <ul style="list-style-type: none"> • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
Wastewater disposal options may include:	<ul style="list-style-type: none"> • biological treatments • disposal to surface waters • land disposal • primary and secondary treatment process • screening, flotation and evaporation • sewer disposal • wastewater recycling.
Measures to minimise nutrients and other contaminants in water may include:	<ul style="list-style-type: none"> • dry cleaning before wash down • improved manual plug change over for blood pit plug • improved screening/filters in treatment plans and floor drains screens • pondage, purification and filtering • primary screening.
Air pollution may include:	<ul style="list-style-type: none"> • noise (e.g. on site operations and transport) • odours related to production and transport on lairage of large animals • vapours, gases (e.g. greenhouse gases), solids fallout.
Odour treatment processes may be physical, chemical or biological and include:	<ul style="list-style-type: none"> • activated carbon • biofilters and bioscrubbers • chemical oxidation (e.g. wet chemical scrubbing or ozonisation) • dispersion (e.g. extraction hoods and dispersion stacks) • thermal oxidation (e.g. incineration).
Solid waste may include:	<ul style="list-style-type: none"> • animal waste (e.g. non-commercial value hides and manure) • meat and meat products (e.g. fat, bone and flesh) • packaging materials (e.g. cardboard cartons, paper/plastic liners, vacuum packs and binding tapes) • refuse from non-processing operations (e.g.

RANGE STATEMENT	
	<p>canteen, offices and amenities)</p> <ul style="list-style-type: none"> • smallgoods manufacturing, processing, rendering and further processing wastes (e.g. fat, meat and meat product trimmings, rejects and returns, paunch manure, waste from fly ash boilers, oil and grease trap waste, and sludge) • solids suspended in effluent. <p>Methods of managing solid waste may include:</p> <ul style="list-style-type: none"> • composting • filtration, effluent treatment/settling ponds • identification of alternative products (e.g. biodegradable packaging) • incineration.
<i>OHS requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OHS requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work instructions.
<i>Benchmarking</i> may include working with:	<ul style="list-style-type: none"> • companies from other industries • internal departments • international or national industry standards • other companies or sites within the industry.
<i>Reports</i> may:	<ul style="list-style-type: none"> • include analysis and response to complaints • include evaluation of alternative environmental management strategies and controls • include financial reports (e.g. cost/benefit analyses and budget reports) • include performance information, audit reports and environment management reports to meet licensing requirements • be complex • contain information from a range of technical sources and include mathematical and graphic information and data • need to be presented according to legal and enterprise requirements.
<i>Expert advice and assistance</i> may be sought from:	<ul style="list-style-type: none"> • environmental engineers • environmental agencies • government departments.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPS5609C Manage, maintain and continuously improve OHS plans and systems

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to prepare and manage Occupational Health and Safety (OH&S) plans and systems. It includes the development of a positive workplace health and safety culture and the development of systems, procedures and controls. Improved OH&S is a priority in the meat industry.</p> <p>Effective management of OH&S systems produces a safe environment and reduces the financial liabilities of the enterprise. This standard is consistent with the National Guidelines for Integrating OH&S Competencies into National Industry Competency Standards [NOH&SC: 7025].</p>
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Application of the Unit

<p>Application of the unit</p>	<p>In the meat industry context, managers may have responsibility for OH&S or OH&S responsibilities within production, human resources (HR) or other roles.</p> <p>At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Scope the workplace health and safety program	1.1. Legal requirements and obligations for OH&S are identified and interpreted for the enterprise. 1.2. Scope of enterprise operations and requirements for OH&S systems is determined, including requirements for management of hazardous events . 1.3. Enterprise's current system is documented and performance is analysed against internal and external benchmarks.
2. Develop OH&S policies and plans	2.1. Policies documenting and defining Chief Executive Officer (CEO)/organisational commitment to OH&S are developed. 2.2. Enterprise goals and targets for OH&S performance are set for the short, medium and long term. 2.3. Resource requirements for the operation of the system are identified and committed. 2.4. Implementation plan detailing resources and strategies is prepared. 2.5. Communication strategy for informing stakeholders of policies, obligations and responsibilities is prepared.
3. Develop enterprise commitment to OH&S	3.1. OH&S responsibilities and duties are incorporated in all relevant policies, position descriptions, operating procedures and work instructions. 3.2. Enterprise OH&S policies, strategies and requirements include all enterprise personnel, contractors, suppliers and visitors on the work site. 3.3. Consultative and participative mechanisms are established to facilitate the prevention, identification and effective and prompt resolution of OH&S issues. 3.4. OH&S issues, including hazard and risk identification and control, are considered in the planning, design and evaluation of job design, procedures, technology, work/process flows, plant layout and construction.
4. Develop and maintain procedures for identifying hazards	4.1. OH&S records are analysed to determine trends. 4.2. Existing and potential hazards are correctly identified. 4.3. Hazard identification procedures are developed and integrated within enterprise procedures and systems.
5. Manage and maintain	5.1. Risks determined by the identification of hazards are

ELEMENT	PERFORMANCE CRITERIA
procedures for assessing risks	<p>correctly assessed.</p> <p>5.2.Procedures for assessment of risks are developed and integrated within enterprise procedures and systems.</p>
6. Manage and maintain procedures for controlling risk	<p>6.1.Risk control measures are developed and implemented, consistent with the hierarchy of control and regulatory requirements.</p> <p>6.2.Procedures for control of risks are based on the hierarchy of control and integrated into enterprise procedures and systems.</p> <p>6.3.Interim control measures are replaced with permanent measures to control risks at the source.</p> <p>6.4.Resources to enable implementation of new or permanent control measures are sought and included in enterprise planning processes.</p>
7. Maintain enterprise commitment to OH&S goals	<p>7.1.Training is resourced, planned and delivered to support commitment to and compliance with regulatory and enterprise requirements for OH&S.</p> <p>7.2.Enterprise, team and individual obligations for progress towards OH&S goals are presented clearly and are regularly updated.</p> <p>7.3.Enterprise operations and procedures are monitored to ensure the effective adoption of OH&S procedures according to enterprise and regulatory requirements.</p>
8. Manage and maintain procedures for hazardous events	<p>8.1.Potential hazardous events are correctly identified.</p> <p>8.2.Potential community health hazards are identified and notified appropriately.</p> <p>8.3.Local communities, and emergency and community health services and authorities are consulted in the control of hazardous events and community health incidents.</p>
9. Continuously improve OH&S performance	<p>9.1.OH&S data and record keeping systems are maintained and secured.</p> <p>9.2.Performance data, including team feedback, is collected and analysed against enterprise goals and targets.</p> <p>9.3.Performance implications are conveyed to stakeholders.</p> <p>9.4.Compliance with enterprise and mandatory OH&S requirements is monitored and reported.</p> <p>9.5.Systems and procedures are updated for legislative,</p>

ELEMENT	PERFORMANCE CRITERIA
	technical, process or operational changes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access, where appropriate, *specialist external advice* to assist in the development of OH&S systems and plans
- analyse the impact of *workforce characteristics* and enterprise communication patterns and culture on OH&S system design, implementation and operation
- apply analysis of enterprise culture, including ethical standards and values, communication systems and workforce characteristics to the development of effective OH&S consultative processes
- apply principles and procedures for hazard identification, risk analysis and hierarchy of controls in any or all areas of the workplace
- apply problem-solving strategies, such as developing practical and creative solutions, showing independence, developing a range of strategies to resolve problems, testing assumptions, and addressing customer and workplace concerns
- collect, analyse and report complex OH&S information to stakeholders using a variety of formats appropriate for the purpose and the audience
- consult with the community to develop strategies to minimise community health and safety impacts of enterprise operations (e.g. hazardous events and Q fever from stockyards)
- maintain currency of knowledge through independent research and/or professional development
- develop and monitor systems to ensure workforce ownership of and compliance with enterprise safety procedures, including establishing OH&S consultative strategies and processes, mandatory workplace safety committees and provision of training
- develop hazardous events plans in consultation with appropriate workplace personnel and external agencies, including emergency services and government agencies
- establish record management systems to monitor compliance, including mandatory notifications and reporting, mandatory licences and certificates, registers, listings and labelling of regulated materials
- identify and apply relevant communication and *mathematical skills*

REQUIRED SKILLS AND KNOWLEDGE

- identify and apply relevant *workplace* and regulatory requirements
- identify and interpret the implications, obligations and requirements of relevant legislation, regulations, guidelines, codes of practice, Australian standards for health and safety for the enterprise's directors, management and workforce
- identify appropriate industry or enterprise benchmarks for OH&S performance
- improve health and safety performance, including developing OH&S plans and strategies, acting on performance information, developing continuous review processes, including recommendations in the OH&S planning process
- integrate enterprise OH&S policies, systems and procedures with relevant organisational management systems and procedures, including the inclusion of OH&S responsibilities in all relevant position descriptions/procedures and work instructions, and strategies for ensuring visitor and contractor compliance with enterprise health and safety policies and procedures
- monitor enterprise health and safety performance, including analysing *health and safety information, and reports* measuring performance against enterprise goals, targets and agreed benchmarks
- observe standard workplace OH&S requirements during performance of duties
- prepare action plans which identify goals, managerial responsibilities and operational strategies for OH&S
- prepare and monitor enterprise training plan for all levels of the organisation to support workforce commitment and contribution to workplace health and safety
- present reports according to legal and enterprise requirements
- set enterprise health and safety goals and targets through consultation with stakeholders and analysis of enterprise OH&S data
- systematically analyse the causes of accidents, incidents and work-related *injuries and illnesses* and take corrective action by identifying and introducing programs for reducing accidents and injuries
- take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or technologies
- update enterprise policies, plans and practices for changes in relevant legislation, regulation, codes of practice and guidelines
- utilise available information and communications technology, including modelling and evaluation software, to collect, monitor, analyse and report enterprise safety data.

Required knowledge

Knowledge of:

- enterprise requirements for external expertise and assistance in the development of OH&S systems and plans
- impacts of enterprise OH&S policies, systems and procedures on all organisational management systems and operations, including processing and production, maintenance, contractors, distribution and administration

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• OH&S hazards, risks and controls relevant to enterprise operations, procedures and products |
|---|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a workplace with typical operating and production conditions • enterprise system information.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations • workplace projects with focus on company environment and conditions.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Specific OH&S <i>obligations</i> and requirements may include:</p>	<ul style="list-style-type: none"> • duty of care under OH&S legislation and common law • hazards management • OH&S representative and consultative mechanisms and issues resolution provisions • security and confidentiality relating to individual OH&S records • training.
<p><i>Hazardous events</i> and community health hazards may include:</p>	<ul style="list-style-type: none"> • lairage of livestock carrying Q fever and other zoonotic diseases • refrigerant leaks • seepage from holding ponds.
<p>Measuring of <i>OH&S performance</i> may include:</p>	<ul style="list-style-type: none"> • average time lost rate, and days lost per reporting period • costs, including preventative, rehabilitation and compensation • reported incidents, accidents, incident rates, and reports by types of accidents and incidents.

RANGE STATEMENT	
<i>Communication</i> may:	<ul style="list-style-type: none"> • be inclusive of the cultural, ethnic and social diversity of individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • may be formal or informal and involve face to face and technological/electronic methods • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors • emergency services (e.g. ambulance, hospital, fire, police and rescue) • insurance agencies, brokers and underwriters • local community • management and employees • OH&S agencies and government departments • suppliers, customers and consumers • unions and employer associations.
<i>Consultative and participative</i> processes may include:	<ul style="list-style-type: none"> • continuous improvement and review • inclusion of OH&S in other consultative processes and forums (e.g. consultative committee or maintenance meetings) • involvement of workforce at all levels in problem solving, management and monitoring of OH&S, including inspections, audits, risk assessment and risk control • OH&S representatives and/or committees • procedures for reporting hazards, risks and issues.
<i>OH&S records</i> may include:	<ul style="list-style-type: none"> • audit and inspection reports • environmental monitoring and health

RANGE STATEMENT	
	<p>surveillance records</p> <ul style="list-style-type: none"> • first aid and sick room records • information from suppliers and agencies, including stock handling, equipment and machinery usage and maintenance • maintenance reports • mandatory requirements: compensation and rehabilitation, Material Safety Data Sheets (MSDS), accident, injury and illness notifications, certificates and licences, hazardous substances registers and driver's log books • training.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • animal welfare • commercial law, including fair trading and trade practices • compliance, including AS 3806:2006 Compliance programs • consumer law • corporate law, including registration, licensing and financial reporting • current NOH&SC Codes of Practice, including noise management and protection of hearing at work, preparation of MSDSs, and prevention of occupational overuse • environmental and waste management legislation and regulations • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards and agreements • OH&S management systems including: <ul style="list-style-type: none"> • AS/NZS 4581:1999 Management System Integration - Guidance to Business Government and Community Organisations • AS/NZS 4801:2001 Occupational Health&Safety Management Systems - Specification with Guidance for Use • ASNZS 4804:2001 Occupational Health&Safety Management Systems - General Guidelines on Principles, Systems and Supporting Techniques

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations • risk management, including: <ul style="list-style-type: none"> • AS/NZS 4360:2004 Risk Management • state and territory regulations regarding meat processing • taxation.
<i>Training</i> may include:	<ul style="list-style-type: none"> • first aid training • OH&S training for all levels and areas of enterprise • safety committee training.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Specialist external advice</i> may be:	<ul style="list-style-type: none"> • provided by health and safety professionals (e.g. ergonomists, rehabilitation specialists and occupational therapists) • provided by technical experts (e.g. ergonomists) • utilised in the design of control measures, monitoring systems and health surveillance.
<i>Workforce characteristics</i> may include:	<ul style="list-style-type: none"> • age • cultural and language background • education and training experience • employment history and work experience

RANGE STATEMENT	
	<ul style="list-style-type: none"> • gender • individual ethical standards and values • literacy, numeracy, communication skills • part time, casual, contract and permanent employment.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • technical and financial modelling • calculations • interpretation and analysis • complex actual and hypothetical mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Health and safety information and reports</i> may include:	<ul style="list-style-type: none"> • audit reports, accident investigation reports, and financial reports relating to premiums, costs and claims • detailed, summarised, expanded or synthesised information • oral, written, graphic, technical or statistical information • sketches, photographs, video or audio taped information.
Occupation <i>injuries and illnesses</i> may include:	<ul style="list-style-type: none"> • cuts, sprains and strains • substance abuse • zoonotic diseases.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPS5610C Manage transportation of meat, meat products and meat by-products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to schedule and monitor the hygienic, safe and secure transportation of meat, meat products and meat by-products, for domestic or international markets. The efficient transportation of meat, meat products and meat by-products results in the satisfaction of customer requirements.
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Application of the Unit

Application of the unit	<p>This unit is of use to livestock buyers and coordinators, transport managers and finance managers operating in a meat industry context.</p> <p>At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Implement requirements for the <i>transport</i> of meat, <i>meat products</i> and <i>meat by-products</i></p>	<p>1.1. Regulatory, customer and enterprise requirements for the hygienic, safe and timely transportation of meat, meat products and meat by-products are identified and followed.</p> <p>1.2. Resource requirements are assessed and allocated.</p>
<p>2. Establish transport policies and procedures</p>	<p>2.1. Systems and procedures for the operation of meat transport vehicles for the hygienic and safe transport of meat, meat products and meat by-products are developed.</p> <p>2.2. Security procedures and systems are developed.</p> <p>2.3. Reporting and recording procedures are established and maintained.</p> <p>2.4. Supplier quality requirements and standards are developed and monitored.</p> <p>2.5. Personnel, including contractors, are informed and mentored in the performance of their obligations and responsibilities, including Occupational Health and Safety (OH&S).</p>
<p>3. Manage transport logistics</p>	<p>3.1. <i>Transport options</i> are analysed and selected.</p> <p>3.2. <i>Contracts and schedules</i> are prepared and negotiated according to customer and production requirements.</p> <p>3.3. Documentation is completed according to enterprise, customer and <i>regulatory requirements</i>.</p> <p>3.4. Transport vehicles are maintained to ensure the hygienic transportation of meat.</p> <p>3.5. Enterprise storage facilities are operated according to enterprise and regulatory requirements.</p> <p>3.6. Consignments are tracked and monitored.</p>
<p>4. Determine and manage transport costs</p>	<p>4.1. Cost of storage and transport is calculated.</p> <p>4.2. Transport budget is prepared and monitored.</p> <p>4.3. Procedures for cost savings are reviewed.</p>
<p>5. Manage contingencies</p>	<p>5.1. Contingency plans are developed according to enterprise requirements.</p> <p>5.2. Changing circumstances are analysed, and responses are prioritised and clarified.</p> <p>5.3. Impacts of changed schedules are communicated to all relevant parties.</p>
<p>6. Review transport of</p>	<p>6.1. Resources, procedures and schedules are monitored</p>

ELEMENT	PERFORMANCE CRITERIA
meat, meat products and meat by-products to improve customer service	and reviewed for effectiveness and efficiency. 6.2. Customer feedback and requirements are included in review of transport procedures and schedules. 6.3. Team is involved in continuous improvement processes.
7. Establish effective communication with customers	7.1. Customer requirements are determined. 7.2. Customer complaints are resolved promptly. 7.3. Communication strategies are inclusive of the cultural, ethnic and social diversity of individuals and groups.
8. Produce reports	8.1. Reports are produced according to legal and enterprise requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse throughput, production, storage requirements, meat safety, product specifications, customer requirements, orders and the purchasing or scheduling of appropriate transport services
- apply **problem-solving skills** to resolve transportation issues
- communicate effectively with regulatory authorities and **stakeholders**
- maintain currency of knowledge through independent research or personal development
- develop supplier quality criteria including audit requirements for the purchase of transport services
- establish systems for the completion and certification of product transport documentation
- identify and analyse transportation options; develop procedures to inform enterprise personnel, customers and contractors of changes in schedules
- apply relevant **mathematical skills**
- identify and apply relevant **OH&S requirements**
- present reports according to legal and enterprise requirements
- take action to improve own work practice as a result of feedback from others, self-evaluation, or in response to changed work practices or requirements or

REQUIRED SKILLS AND KNOWLEDGE

technologies

- use available communication and information technology systems to monitor transport purchase, schedule and *track* consignments, collect and analyse performance information
- work effectively as an individual and as a team member.

Required knowledge

Knowledge of:

- food safety requirements for meat and meat product transport vehicles
- regulatory and *workplace requirements* relating to the transportation of meat, meat products and meat by-products
- potential impact and costs of inappropriate transportation of meat, meat products and meat by-products, including public liability and loss of custom
- public and OH&S obligations relating to the transport of meat, meat products and meat by-products
- requirements for maintaining product quality during transportation.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation, such as: <ul style="list-style-type: none"> • customer requirements or orders • manufacturer instructions and operations manuals • production and chilling schedules • regulatory requirements • workplace policy and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and

EVIDENCE GUIDE	
	<p>application of principles and theory to workplace operations</p> <ul style="list-style-type: none"> workplace projects which focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Transport</i> may be:	<ul style="list-style-type: none"> intrastate interstate international by road, rail, sea or air.
<i>Meat, meat products and meat by-products</i> may include:	<ul style="list-style-type: none"> carcase and carton meat fresh, frozen, further processed and rendered products noxious products smallgoods treated and untreated hides value-added products.
Analysing and selecting <i>transport options</i> includes:	<ul style="list-style-type: none"> unit cost size and availability customer requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • product requirements and characteristics • route • speed.
<i>Contracts and schedules</i> may be developed for enterprise owned vehicles or contracted vehicles including:	<ul style="list-style-type: none"> • air transport • rail or container • road transport • sea or container transport.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • AS 4696:2002 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • environmental and waste management, and sustainable work practices • equal employment opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • HB 40.1:2001 The Australian Refrigeration and Air-Conditioning Code of Good Practice - Reduction of Emissions of Fluorocarbon Refrigerants in Commercial and Industrial Refrigeration and Air-Conditioning Applications • industrial awards and agreements • relevant regulations • state and federal transport regulations • state regulations regarding meat processing • taxation.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be formal or informal and involve face to face and technological or electronic methods • be with culturally, ethnically and socially diverse individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace

RANGE STATEMENT	
	<p>documentation</p> <ul style="list-style-type: none"> • occur in a variety of sensitive, conflictive, collaborative and supportive environments • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require persuasion, negotiation and assertiveness skills.
Reports may be:	<ul style="list-style-type: none"> • complex • contain information from a range of technical sources and include mathematical and graphic information and data.
Problem-solving skills may include:	<ul style="list-style-type: none"> • applying a range of strategies • developing practical and creative solutions • resolving workplace and customer concerns • showing independence and initiative • solving problems individually or in teams • testing assumptions and taking context into account • using mathematical skills to resolve problems.
Stakeholders may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders and financiers • competitors • management and employees • suppliers, customers and consumers • unions and employer associations.
Mathematical skills may relate to:	<ul style="list-style-type: none"> • technical and financial modelling • calculations • interpretation and analysis • complex actual and hypothetical mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Systems for the <i>tracking</i> and trace back of consignment may be manual or electronic and include:	<ul style="list-style-type: none"> • communication systems • computerised tracking systems • consignment, despatch and delivery documentation • export documentation • log books • product certification.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR201C Vacuum pack product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack meat product using vacuum packaging.
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Application of the Unit

Application of the unit	This unit is applicable to workers packing meat and meat products in boning rooms, offal rooms, smallgoods plants, wholesalers and food services operations. It is not applicable to small scale vacuum packing in retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select packaging	1.1. Product is bagged in appropriately sized bag. 1.2. Product is arranged in appropriate container.
2. Set machine requirements	2.1. Requirements in preparation for start-up of vacuum packing machine are completed to <i>workplace requirements</i> . 2.2. Machine requirements are set correctly. 2.3. Start-up procedures are followed to workplace requirements. 2.4. Packing materials are attached and changed to workplace requirements and product specification. 2.5. Bagged meat is placed on the vacuum packing machine or in the formed pockets as appropriate. 2.6. Open ends of bags are placed flat across the sealing bar or meat contained in pockets as appropriate. 2.7. Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation requirements</i> are followed.
3. Operate machinery	3.1. Vacuum packaging machine is operated correctly in accordance with workplace requirements. 3.2. A variety of products is vacuum packed to customer specifications, hygiene and sanitation, OH&S and Quality Assurance (QA) requirements at a speed that is the same as production requirements. 3.3. Bags are shrunk using hot water baths where appropriate. 3.4. Bagged cuts are left to drain. 3.5. Shut-down procedures are performed to workplace requirements.
4. Perform routine maintenance	4.1. Dyes are changed according to workplace requirements. 4.2. Corrective action is taken when leaks and defects are identified, according to workplace requirements. 4.3. Plates are changed as required.
5. Ensure quality of packaging and product	5.1. Bagged cuts are inspected for leaks and other defects. 5.2. Bagged cuts are placed in cartons according to specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare for vacuum packaging according to OH&S and workplace requirements
- vacuum pack bagged cuts with no leaks or defects
- *explain* defects that can occur during packaging
- demonstrate hygienic cleaning of equipment
- work effectively as an individual and as a team member
- demonstrate hygienic work practices for vacuum packing
- apply relevant *communication* and *mathematical skills*
- apply relevant *regulatory requirements*
- manage time and priorities
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- sub-standard or contaminated product and workplace procedures for dealing with sub-standard or contaminated product
- defects that can occur during packaging
- packaging requirements
- specific OH&S requirements for vacuum packing
- purpose of vacuum packaging
- relevant communication and mathematical skills
- relevant regulatory requirements
- general operating principles, including start-up and shut-down procedures
- manufacturer's and workplace requirements for vacuum packaging of product

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency should be demonstrated at the normal speed of production.

Context of, and specific resources for assessment

Assessment should take place in an operating meat processing plant or food service operation.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other

EVIDENCE GUIDE	
	than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Explanations may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem solving • be in everyday workplace language and include mathematical language and commonly used technical terms • include information from several sources • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally.
Communication skills may include:	<ul style="list-style-type: none"> • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formula and procedures • use of calculators and computer software packages.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in the AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	for Human Consumption <ul style="list-style-type: none"> federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR202B Apply environmentally sustainable work practices

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to reduce negative environmental impacts of meat industry work practices.
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Application of the Unit

Application of the unit	This unit addresses the knowledge, processes and techniques necessary to support environmentally sustainable work practices. It is relevant for personnel in all sectors and areas, and at all levels of the meat processing industry. It is particularly suitable for production personnel in meat processing, smallgoods operators and meat retailing personnel.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify current resource use	<p>1.1. Workplace <i>environmental and resource efficiency issues</i> are identified.</p> <p>1.2. Resources used in own work role are identified.</p> <p>1.3. <i>Wastes and emissions</i> created by own work role are identified.</p>
2. <i>Comply</i> with environmental regulations	<p>2.1. <i>Regulatory requirements</i>, work instructions and procedures are followed to ensure compliance.</p> <p>2.2. Non-conformances are identified and corrective action procedures are followed.</p>
3. Seek opportunities to improve resource efficiency	<p>3.1. Enterprise plans to improve environmental practices and resource efficiency are followed.</p> <p>3.2. Suggestions are made for improvements to workplace practices in own work area.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate a basic understanding of sustainability
- interpret workplace information
- report non-conformances
- recognise and follow procedures, follow instructions and respond to change
- relate to people from a range of social, cultural, ethnic backgrounds, and physical and mental abilities
- apply relevant *communication* and mathematical skills
- ask questions and clarify work requirements
- work effectively as an individual and as part of a team
- follow good housekeeping procedures and practices
- apply relevant Occupational Health and Safety (*OH&S*), regulatory and *workplace requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- take corrective action according to workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- work with others to solve problems relating to environmental performance

Required knowledge

Knowledge of:

- environmental and resource efficiency hazards and risks associated with own workplace and own work area
- *workplace environmental management strategies* affecting own work practice
- relevant environmental and resource efficiency systems and procedures for own work area
- relevant OH&S, regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competence over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency in this unit must be demonstrated under conditions that are the same as the speed of production and within the parameters of the role responsibilities.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment should be undertaken in an operating meat processing plant or food service operation.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • demonstration - snapshot of performance • quiz, question and answer • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this Unit of Competency is</p>

EVIDENCE GUIDE	
assessment	available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Environmental and resource efficiency issues</i> may include:</p>	<ul style="list-style-type: none"> • minimisation of environmental risks • maximisation of opportunities to improve business environmental performance • promotion of more efficient consumption of resources including: <ul style="list-style-type: none"> • efficient energy use • efficient water use • minimisation of waste, through implementation of the waste management hierarchy.
<p><i>Wastes and emissions</i> may include:</p>	<ul style="list-style-type: none"> • animal products such as blood, fat and manure • contamination and polluted water • direct and indirect generation of greenhouse gases • emissions resulting from consumption of non-renewable resources e.g. diesel fuels, coal generated electricity, coal, gas including natural gas • noise • packaging, emissions, vapours and odours.
<p><i>Regulatory</i> requirements may include:</p>	<ul style="list-style-type: none"> • AS/NZS ISO 14001:2004 Environmental Management Systems Requirements with guidance for use • AS/NZS ISO 14040:1988 Environmental Management - Life Cycle Assessment - Principles and Framework.

RANGE STATEMENT	
<i>Compliance</i> includes:	<ul style="list-style-type: none"> • meeting enterprise requirements • meeting relevant federal, state and local government laws, by-laws and regulations.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly • sharing information.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Workplace environmental management strategies</i> may include:	<ul style="list-style-type: none"> • business plans incorporating capital investment in energy or water saving technology • documented policies and procedures • environmental management systems

RANGE STATEMENT	
	<ul style="list-style-type: none"> • environmental or sustainability targets and goals • integrated OH&S, environment and/or quality management systems • work plans to minimise waste, increase efficiency of water use etc.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR203A Sharpen knives

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to maintain knives for safe and effective use in a meat establishment.
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Application of the Unit

Application of the unit	This unit is applicable to any worker who is required to sharpen a knife to use in a processing, wholesaling or retail meat establishment. This unit is a pre-requisite for any other unit where a knife is used to perform a task.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Sharpen <i>knives</i>	1.1. Knives are sharpened according to <i>workplace requirements</i> . 1.2. Knives are sharpened to maintain bevel edge. 1.3. Steel is used correctly to maintain bevel edge and to meet OH&S requirements.
2. Work safely with others	2.1. Knives are used in ways which minimise the risk of injury. 2.2. Knives are used safely at all times in accordance with <i>OH&S, hygiene and sanitation</i> , and food safety requirements.
3. Maintain knives and associated equipment	3.1. Knives are maintained to hygiene and sanitation, and workplace requirements. 3.2. <i>Knife-sharpening equipment</i> is maintained, cleaned and stored to hygiene and sanitation, and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- steel a knife correctly
- use safe techniques of knife sharpening to workplace, hygiene and sanitation, and OH&S requirements

Required knowledge

Knowledge of:

- steps in steeling a knife to maintain edge
- technique to sharpen a knife with an appropriate bevel edge
- theory of knife sharpening
- sterilisation, and hygiene and sanitation requirements related to knife sharpening
- OH&S issues related to the use and sharpening of knives
- relevant *regulatory requirements*

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in conjunction with a skill or task requiring the use of a knife.

Context of, and specific resources for assessment

Assessment can be carried out in an actual or simulated workplace.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Knives include:

- boning
- steak
- skinning.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Knife sharpening equipment</i> includes:	<ul style="list-style-type: none"> • sharpening stone • steels • setters • hollow grinders.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPSR301C Cure and corn product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cure and corn various meat products.
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Application of the Unit

Application of the unit	This unit is suitable for all sectors of the meat industry. Smallgoods and value-adding establishments may prepare product for wholesale customers, and meat retailers for retail customers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare, operate and clean <i>processing equipment</i> used for curing and corning <i>product</i>	1.1.Processing equipment is prepared according to manufacturer's <i>specifications</i> , and Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation</i> , and <i>workplace requirements</i> 1.2.Processing equipment is operated according to manufacturer's specifications, and OH&S, hygiene and workplace requirements. 1.3.Processing equipment is cleaned according to manufacturer's specifications, and OH&S, hygiene and workplace requirements.
2. Prepare meat	2.1.Meat is selected according to product specifications. 2.2.Meat is prepared according to product specifications, and hygiene and workplace requirements.
3. Prepare ingredients	3.1.Ingredients are selected and prepared according to product specifications, and hygiene and workplace requirements.
4. Prepare brines	4.1.Required amount of water and other liquid and solid additives are added in correct order and mixed according to product specifications, and hygiene and workplace requirements. 4.2.Brine solutions are prepared according to product specifications, and hygiene and workplace requirements. 4.3.Hydrometer (salinometer) is used to check brine solution.
5. Process meat	5.1.Meat is cured or corned according to product specifications, health regulations and workplace requirements at a speed appropriate for production requirements. 5.2.Processing is regularly monitored. 5.3.Adjustments are made to processing as required to achieve product specifications.
6. Store meat product	6.1.On completion of processing, product is stored according to product specifications, and hygiene, regulatory and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify meat cuts used in curing and corning
- identify various ingredients for curing meat and explain their use and purpose
- identify sub-standard product and address the problem according to workplace requirements
- follow recipes and procedures accurately
- *explain* the effects of curing on shelf life and taste of product
- activate processing equipment to assess its readiness for operational use
- operate mixing machines for required length of time
- operate adjustment tools and equipment correctly
- perform running adjustments according to workplace requirements and manufacturer's specifications
- pump meat correctly to avoid air pockets
- pump meat to increase original weight according to workplace requirements
- perform curing and corning according to workplace, OH&S, hygiene and regulatory requirements
- demonstrate the correct pickling procedure according to product specifications and workplace requirements
- wash residue from cured meats following removal from holding brine
- report any faults and adjustments required to processing equipment, either verbally or in writing, according to workplace procedures
- use tools and cleaning agents appropriate to the cleaning activity and manufacturer's specifications
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- seek advice from appropriate sources when working with new products or equipment
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- conditions under which equipment may need adjusting
- function of various additives and ingredients
- meat curing process
- purpose and effect of brine on meat

REQUIRED SKILLS AND KNOWLEDGE

- safe and correct operation of processing equipment
- health regulations which apply to curing and corning of meats
- effects of curing on shelf life and taste of product
- purpose and use of processing equipment used in curing and corning products
- purpose of correct water temperature and correct additive sequence
- reasons for pickling to correct pump percentage and yield requirements
- selection criteria for meat for the curing or corning process
- relevant regulatory requirements
- maximum amount of nitrite allowed in cured, corned or salted meats
- procedures for cleaning processing equipment
- 'osmosis' in relation to the curing process

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under typical operating conditions within the parameters of role and responsibilities.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions or operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • simulation

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Equipment and machinery used in processing may include:	<ul style="list-style-type: none"> • automatic injector machine (Injectomat) • massagers • pumping equipment.
Product may include:	<ul style="list-style-type: none"> • beef - brisket, silverside and tongues • game meat • lamb - legs, tongue • mutton • pork - hand, spring • veal.
Specifications may vary according to:	<ul style="list-style-type: none"> • customer and workplace requirements
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene</i> and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • be with colleagues, superiors, customers, clients and external parties

RANGE STATEMENT	
	<ul style="list-style-type: none"> • involve empathising with customers and work colleagues • involve interpreting the needs of internal and external customers • involve listening and understanding, speaking clearly and directly • involve reading and interpreting workplace-related documentation • involve the use of negotiation, persuasion and assertiveness skills • relate to own work area and the wider work area • require sharing of information • require writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including scales, pressured gauges, thermometers • routine estimations and calculations using a range of specified formula and procedures • use of calculators and computer software packages.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR401C Coordinate contracts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to coordinate the production, packaging and transportation of products to contracted markets according to enterprise, customer and legal requirements, and is relevant for contracts in local, national and international markets. The effective coordination of contracts through all stages of the production and distribution chain gives the meat industry a high profile in the marketplace, with a reputation for quality products and customer service.
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Application of the Unit

Application of the unit	The breadth of this unit makes it particularly useful for small and micro businesses in the retail, meat processing, smallgoods manufacturing and food service areas. In a micro or small business one person would have responsibility for overseeing contract management.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify characteristics of the client or market	1.1. Characteristics of the client or market are analysed. 1.2. Appropriate communication strategies are identified.
2. Confirm enterprise and contractual requirements	2.1. Market regulations, controls and requirements are identified. 2.2. Contractual requirements are analysed and checked against production schedule. 2.3. Negotiations with <i>agents, representatives, brokers</i> and clients are confirmed according to enterprise requirements and ethical standards. 2.4. Contingency plans are put in place.
3. Monitor production for clients and market	3.1. <i>Supply of raw product</i> and ingredients is negotiated and confirmed, according to market and enterprise requirements. 3.2. Production is scheduled to meet contract requirements. 3.3. Product specifications, including customer, market requirements and Quality Assurance (QA) requirements, are met. 3.4. Product is packaged to maintain quality of product and to meet customer and legal requirements.
4. Coordinate transportation of product	4.1. Transport, freight and storage is scheduled with carrier. 4.2. <i>Documentation</i> is accurately completed. 4.3. Insurance arrangements are confirmed.
5. Facilitate financial transactions	5.1. Costs, charges and payments are calculated accurately within enterprise policies and negotiated contracts. 5.2. Costs, charges and payments are calculated accurately and in appropriate currency. 5.3. Payments and receipts are monitored according to enterprise procedures.
6. Monitor contract coordination effectiveness	6.1. Performance against <i>targets</i> is assessed. 6.2. Recommendations for improvement are made.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply food safety and QA requirements as applicable
- apply problem-solving skills to resolve issues that impact on capacity to meet contractual obligations
- apply relevant *mathematical skills*
- calculate costs and prices for *local, national and international markets*, including the impacts of inter-market taxes, tariffs, duties, charges or exchange rates
- complete documentation accurately and on time
- work effectively as an individual and as part of a team
- use effective *communication* strategies, including cross cultural communication, to negotiate or confirm transactions in the market place e.g. new, distant and diverse markets
- determine implications for the enterprise of information relevant to the sale of meat and meat products in a local, national and international context (e.g. market regulations, agents' terms and conditions, etc)
- identify and apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and *workplace requirements*
- identify and follow freight, insurance and banking procedures
- liaise, as required, with agents, representatives and brokers
- prepare schedules and coordinate supply, production, packaging and transshipment of product to meet contract specifications and deadlines.
- review enterprise operations and processes to meet regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use appropriate *communication and information technology* to complete communication, scheduling, monitoring and reporting tasks as required

Required knowledge

Knowledge of:

- legislation, regulations and codes of practice that apply to the production, sale, *packaging and transport* of meat products in local, national or international markets including legislative requirements and regulations for meat and other ingredients
- standard documentation required for local, national or international trade
- product specifications and enterprise contractual obligations
- negotiation and communication strategies appropriate for use with government

REQUIRED SKILLS AND KNOWLEDGE

agencies and business clients

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommend methods of assessment include:

- assignment
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Agents, representatives and brokers</i> may include:	<ul style="list-style-type: none"> national or import and export forwarders, distributors, insurers, financiers, bankers, government agencies and departments.
<i>Supplies of raw product may include:</i>	<ul style="list-style-type: none"> a range of species carcase carton meat dry ingredients.
Interstate and export <i>documentation</i> may include:	<ul style="list-style-type: none"> certifications, permits, declarations, licences applying to product origin, product quality, product ingredients etc insurance docketts invoices manifests, bills of lading, bills of exchange, bar codes, goods and container identification packaging and labelling, tickets and product codes.
<i>Targets</i> , goals and performance measures may be:	<ul style="list-style-type: none"> short, medium and long term and relate to operations, finances, human resources, marketing, customer service, resources and

RANGE STATEMENT	
	<p>stock levels, productivity and profitability. Local, national and international targets may include sales, market penetration, share, quality and service targets.</p>
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • exchange rates • import duties • levies • packaging and freight requirements • price • product and product quality • sales and turnover • taxes and fees.
Characteristics of <i>local, national and international markets</i> and clients may include:	<ul style="list-style-type: none"> • economic, political and physical environment • language, culture and customs • legislative frameworks.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be conducted in person or using a range of technologies including telephone, fax, email, internet services, and video conferencing • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve preparation of explanations and reports which are presented in language styles suitable for the audience and acknowledge the communication requirements of the importing country • require reading and interpreting workplace documents such as status reports, plans and projections, technical manuals, industry journals, financial records, government notices, export documentation, licences, invoices, bills of exchange, etc.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> • animal welfare • Australian Quarantine Information Service (AQIS) notices and circulars • Australian customs service requirements, e.g. Export Integration (EXIT), ELMER, harmonised tariff system • commercial law including fair trading, trade practices, import or export regulations • consumer law • corporate law, including registration, licensing, financial reporting • criteria for supply and processing of raw product or ingredient for export (inspection and certification of fresh product and ingredients) • environmental and waste management regulations • equal opportunity, anti-discrimination and sexual harassment regulations • Export Control Act • export licensing requirements • Export Meat Orders (EMOs) • food standards • importing country requirements • industrial awards, agreements • prescribed goods orders • relevant regulations • sales taxes and duties • federal, state and territory regulations

RANGE STATEMENT	
	<p>regarding meat processing</p> <ul style="list-style-type: none"> • taxation • Trade Practices Act.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication and information technology</i> may:	<ul style="list-style-type: none"> • include: <ul style="list-style-type: none"> • computerised equipment • personal computers • calculators • online commercial transactions • telex • internet • databases • be used for: <ul style="list-style-type: none"> • compliance with regulations • confirmation of requirements • monitoring production and costs • preparation of quotes • research • scheduling • tracking consignments.
<i>Packaging and transport</i> conditions may include:	<ul style="list-style-type: none"> • carton product • chilled or frozen product • road trains, trucks and containers • shipping, rail, air freight containers • vacuum packaging etc.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR402C Prepare and evaluate resource proposals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and evaluate the impact of resource proposals on the operations and profitability of the enterprise. Resource proposals are prepared to determine the potential costs and returns on investment in resources including personnel, new equipment, systems or procedures. The information presented in resource proposals assists in financial decision making and planning.
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Application of the Unit

Application of the unit	This unit is suitable for all first line managers, supervisors and team leaders in all sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>resource proposals</i>	<p>1.1. <i>Resource</i> requirements are identified in consultation with relevant personnel.</p> <p>1.2. Resource planning information is collected in consultation with colleagues, including those who have a specialist role in resource management.</p> <p>1.3. Objectives of the proposal are clarified and are consistent with enterprise directions and goals.</p>
2. Evaluate feasibility of resource proposals	<p>2.1. Potential impact of resource allocation on enterprise operations is analysed.</p> <p>2.2. Realistic options and outcomes are identified.</p> <p>2.3. <i>Cost or benefit analyses</i> (including payback periods) are conducted and documented.</p> <p>2.4. Risks associated with the proposal are identified and assessed.</p> <p>2.5. <i>Targets, goals and performance measures</i> to measure performance of implemented strategies are developed.</p>
3. Gain commitment to resource proposals	<p>3.1. Proposal is refined and commitment to the objectives gained through consultation with colleagues or team.</p> <p>3.2. Proposal is prepared for <i>presentation</i> and discussion.</p> <p>3.3. Proposal and recommendations are presented to relevant personnel.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- assess potential impacts of the proposal on enterprise operations (e.g. production and personnel)
- record, gather and consolidate financial information
- apply relevant *mathematical skills*
- assess risks associated with the proposal and recommend risk management strategies

REQUIRED SKILLS AND KNOWLEDGE

- calculate net present value, internal rate of return and payback periods
- prepare departmental/section *financial information* for inclusion in enterprise/department budget
- interpret and prepare cash flow statements, profit and loss statements and asset/liabilities statements
- recommend strategies for obtaining resources including finance (e.g. internal, external, re-allocation of resources, new resources or funds)
- prepare *financial proposals* which include costs, cash flow requirements, payback period and benefits
- consult and collaborate with colleagues and those potentially affected to refine the proposal
- promote the advantages and disadvantages of the proposal to relevant personnel and *stakeholders*
- work effectively as an individual and as a team member
- determine the need for and scope of the proposal, relevant to enterprise direction and goals
- develop performance indicators to measure outcomes of resource allocation/proposal
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- research options, models and benchmarks relating to the proposal
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices and/or technology
- use *communication* skills to present and argue a case and prepare reports in language, style and format appropriate to the audience
- use technology to analyse, prepare and present a range of data

Required knowledge

Knowledge of:

- variable and fixed costs relating to the operations of the department/cost centre/enterprise
- *sources of information* in the enterprise (e.g. specialist personnel, information systems, documentation)

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's requirements • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • debriefs • workplace project • workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Resource proposals</i> may include:</p>	<ul style="list-style-type: none"> • job redesign • staffing levels or staff required (e.g. increase number on the chain to reduce the need for costly casuals, or additional sales assistant for busy periods) • new equipment or systems (e.g. downward hide puller, new display cabinet in retail premises or new smokehouse) • new procedures • training. <p>Proposals may be presented orally or in written formats (hard copy and electronic) and include the use of multimedia aids.</p>
<p><i>Resources</i> may include:</p>	<ul style="list-style-type: none"> • equipment (e.g. maintenance, purchase, type, quantity and function) • finance (e.g. capital and cash flow) • personnel (e.g. staffing levels, shifts and allocation to work areas)

RANGE STATEMENT	
	<ul style="list-style-type: none"> premises stock/inventory and other assets.
<i>Cost or benefit analyses</i> may be:	<ul style="list-style-type: none"> conducted manually or using appropriate computer software programs.
<i>Targets, goals and performance measures</i> may be:	<ul style="list-style-type: none"> short, medium and long term and relate to operations, finances, human resources, marketing, customer service, orders and sales, resources and stock levels, productivity and profitability.
<i>Presentations</i> to relevant personnel may include:	<ul style="list-style-type: none"> colleagues finance departments financial institutions investors, owners or shareholders senior management work team and department personnel.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> activity based costing and accounting calculation of interest, payback periods, discounting, inflation rates, rates of return, percentages, ratios, net present value etc costing and pricing.
<i>Financial information</i> may include:	<ul style="list-style-type: none"> current and historic records of sales, budgets, cash flows, investments, labour and materials costs, rates of return, energy costs etc.
<i>Financial proposals</i> may:	<ul style="list-style-type: none"> integrate complex operational, mathematical, financial and technical information, ideas and concepts and include graphs, diagrams, tables, spreadsheets, flow charts, statistical analysis.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> company owners, directors, shareholders, financiers management and employees suppliers, customers, consumers unions and employer associations.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • equal opportunity, anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant regulations • state and territory regulations regarding meat processing • taxation.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Communication may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic

RANGE STATEMENT	
	backgrounds <ul style="list-style-type: none"> • involve interpreting the needs of internal or external customers • involve presentation of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language • require the use of negotiation, persuasion and assertiveness skills.
<i>Sources of information</i> may include:	<ul style="list-style-type: none"> • benchmark partners • company records • competitors • industry and technical associations • manufacturers and suppliers information • professional and technical publications.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPSR403C Facilitate achievement of enterprise environmental policies and goals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to facilitate the achievement of the enterprise's environmental goals. It includes developing workforce understanding of and commitment to environmental responsibility and sustainability and the monitoring and minimisation of environmental impact and waste.
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Application of the Unit

Application of the unit	Management of environmental impact is a high priority for the meat processing industry. All members of the industry have responsibility for environmental management and sustainability. This unit is particularly useful for first line managers including supervisors and team leaders in all sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify enterprise policies and responsibilities for minimising <i>environmental impact</i>	1.1. Relevant <i>company documents</i> , policies and legal obligations are located and requirements for enterprise operations are clarified. 1.2. Responsibilities for minimising environmental impact are explained to individuals and teams. 1.3. Individual and team commitment to enterprise environmental management strategy is developed.
2. Implement environment management procedures	2.1. Work practices are planned with colleagues to ensure compliance with workplace and legislative environmental management requirements. 2.2. Work practices are implemented in accordance with requirements specified in legislation and standards for environment protection. 2.3. Coaching and mentoring supports colleagues in managing their responsibilities for environmental protection.
3. Monitor, adjust and report performance	3.1. Environmental impacts including pollutants, emissions and waste are measured according to enterprise procedures and regulatory requirements. 3.2. Actual and potential problems are identified, rectified and reported promptly and decisively to ensure environmental safety. 3.3. Environmental hazards are managed so that risks are minimised. 3.4. Waste recycling, reduction and disposal is carried out within legislative and enterprise requirements. 3.5. Recommendations to improve environmental and waste procedures and controls are submitted to designated persons and groups. 3.6. Individuals and teams are informed of the results of environmental improvements in the workplace. 3.7. Systems, records and reporting procedures are maintained according to legislative requirements.
4. Investigate and report environmental non-conformance	4.1. Non-conformance is investigated and dealt with according to legislative requirements. 4.2. Coaching and mentoring supports colleagues to acquire and apply competencies to meet legislative requirements and the associated standards. 4.3. Workplace environmental and waste minimisation practices are implemented, reviewed and improved to

ELEMENT	PERFORMANCE CRITERIA
	ensure that non-conformance is not repeated.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- adjust and improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology
- consult with *stakeholders*, individuals and teams in the development and review of environmental procedures
- maintain currency of knowledge through independent research or professional development
- develop, in conjunction with managers, environmental targets for the section/department
- demonstrate consultation, negotiation and mentoring skills in interactions with employees, managers, peers and technical experts
- determine and take corrective actions to eliminate or minimise environmental risks
- ensure that procedures are followed by all employees in the area of responsibility
- explain environmental management requirements, procedures and responsibilities clearly to individuals and teams, in appropriate styles, formats and language
- identify and apply relevant *communication* and *mathematical skills*
- identify environmental hazards and conduct risk analyses
- interpret monitoring information and take corrective action
- apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- investigate, analyse and report environmental incidents, using enterprise procedures
- measure and monitor pollutants, emission and waste levels for the area of responsibility
- prepare reports containing technical and mathematical information for employees, managers and peers
- recognise limits of own expertise and indicate when additional expertise is required
- utilise informal and formal consultative strategies to build individual and team commitment to goals and procedures

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- company *goals, targets and performance measures*
- enterprise environmental management policies and legal obligations and responsibilities

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Assessment conditions require demonstration of sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • workplace policies and procedures • regulatory requirements • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • workplace project • workplace referee or third-party report or performance over time. <p>Assessment practices should take into account any</p>

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Typically <i>environmental impacts</i> will include the production of pollutants, emissions and waste such as:</p>	<ul style="list-style-type: none"> • animal products (e.g. blood, fat and manure) • consumption of non-renewable resources • contaminated and polluted water • greenhouse gases, either directly or indirectly • noise • packaging • vapours, odours.
<p><i>Company documents</i> may include:</p>	<ul style="list-style-type: none"> • environmental licences • environmental performance monitoring data, including sampling data • status reports, plans and projections, technical manuals, industry journals, audit reports, incident reports, complaints registers and investigations • work site environmental incident/accident reporting and investigation procedure.
<p><i>Stakeholders</i> may include:</p>	<ul style="list-style-type: none"> • company owners, directors, shareholders, financiers • environmental experts • management and employees

RANGE STATEMENT	
	<ul style="list-style-type: none"> • suppliers, customers, consumers • unions and employer associations.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve listening and understanding • involve interpreting the needs of internal or external customers • involve preparations of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language • require the use of negotiation, persuasion and assertiveness skills • involve the use of technology.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • calculation of metric volumes, weights, mass, temperature, ratios, percentages, heat transfer and load shifting, and relate to sound or noise, liquid and solid materials and waste.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<p>Regulatory requirements may include:</p>	<ul style="list-style-type: none"> animal welfare AS/NZS ISO 31000:2009, Risk Management - Principles and Guidelines. AS/NZS ISO 14040:1998 Environmental Management Systems - Life Cycle Assessment - Principles and Framework AS/NZS ISO 19011:2003 Guidelines for Quality and/or Environmental Management Systems Auditing AS3806-2006 Compliance Programs commercial law including fair trading, trade practices consumer law corporate law, including registration, licensing, financial reporting environmental and waste management equal opportunity, anti-discrimination and sexual harassment Export Control Act industrial awards, agreements international agreements AS/NZS ISO 14001:2004 Environmental Management Systems - Requirements With Guidance for Use national, state, territory and local requirements state, territory and local regulations regarding meat processing taxation.
<p>Workplace requirements may include:</p>	<ul style="list-style-type: none"> enterprise ethical standards, values and obligations enterprise-specific procedures, policies and plans OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions,
<p>Targets, goals and performance</p>	<ul style="list-style-type: none"> short, medium and long term and relate to operations, environmental impacts and

RANGE STATEMENT	
<i>measures</i> may be:	incidents, waste, cost or conformance.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR404C Foster a learning culture in a meat enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to integrate work and learning in a meat enterprise. This unit does not provide workplace trainer skills but describes skills and knowledge for people in leadership positions to monitor and facilitate workplace training and learning.
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Application of the Unit

Application of the unit	In the meat industry, workplace learning adds to performance and the competitive advantage of the business. The commitment of personnel in leadership roles to training and learning is essential.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a learning culture in the enterprise	1.1. Personal performance demonstrates a commitment to, and the value of, learning. 1.2. Learning and training strategies are included as an integral part of work and performance plans. 1.3. Learning and training strategies and plans reflect the diversity of needs and opportunities. 1.4. Resource proposals to support workplace learning are prepared and recommended. 1.5. Consultation and negotiation with training and development professionals results in the planning and provision of learning, which enhances individual, team and organisational performance.
2. Create learning opportunities to develop individual, team and organisational performance	2.1. Workplace environments and contexts which facilitate learning are developed and supported. 2.2. External and internal opportunities for learning are identified and promoted. 2.3. Learning plans are developed collaboratively to meet individual, team and organisational goals. 2.4. Individual and/or team access to, and participation in, learning opportunities is facilitated. 2.5. Individual and or team learning and training is planned and provided in consultation with learners and training specialists where appropriate.
3. Facilitate and promote learning	3.1. Workplace activities are used as opportunities for learning. 3.2. Personnel are encouraged to take advantage of learning opportunities. 3.3. Coaching and mentoring contributes effectively to the development of workplace knowledge, skills and attitudes. 3.4. Benefits of learning are shared with others in the team and organisation. 3.5. Opportunities are provided for learners to continue to utilise and extend new skills and knowledge. 3.6. Workplace achievement is recognised by timely and appropriate recognition, feedback and rewards.
4. Monitor and improve learning effectiveness	4.1. Individual and or team performance is monitored to determine the type and extent of additional work-based support required. 4.2. Feedback from individuals and or teams is used to

ELEMENT	PERFORMANCE CRITERIA
	<p>make improvements in future learning arrangements.</p> <p>4.3. Effectiveness and efficiency of learning and training programs is monitored and recommendations for improvement are prepared.</p> <p>4.4. Adjustments to learning plans and activities negotiated with training and development personnel result in improvements in the efficiency and effectiveness of learning.</p> <p>4.5. Learning plans, records and reports of competency are documented and maintained within the organisation's systems and procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- **communicate** openly and sensitively when negotiating learning opportunities and plans
- define the workplace learning opportunities within own capacity to provide, and within the capacity of the enterprise
- develop and review learning plans, linked with individual and or team goals and enterprise needs, in consultation with individuals or teams
- develop simple **targets, goals and performance measures** for measuring outcomes of learning and training
- estimate resources required to support informal and formal learning and training within the department or enterprise (e.g. personnel, time, cost)
- facilitate and monitor the implementation of training and assessment schedules (e.g. negotiate time release)
- maintain currency of knowledge through independent research or professional development
- apply relevant communication and **mathematical skills**
- identify and apply relevant **Occupational Health and Safety (OH&S), regulatory and workplace requirements**
- identify and support internal coaches and mentors
- identify learning opportunities and strategies which meet the cultural, working and learning experiences and styles of individuals and team

REQUIRED SKILLS AND KNOWLEDGE

- identify learning opportunities to support individual and team learning plans
- identify the areas requiring the *training services provided by training professionals*
- map learning and training strategies against individual, team and enterprise goals or priorities
- negotiate training strategies and schedules with enterprise trainers and assessors and other training and development professionals, to meet enterprise needs
- promote and report the impact of training on the operation of the department or enterprise
- promote the sharing of skills and knowledge as a strategy for achieving personal and enterprise goals
- provide coaching and mentoring to individuals and teams
- recognise the achievements of individuals promptly and appropriately, within enterprise requirements
- resource and encourage enterprise trainers and assessors (e.g. ensure necessary equipment and materials are available) to provide and follow up training and assessment
- review learning plans, opportunities, strategies and outcomes with individuals or team
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology

Required knowledge

Knowledge of:

- enterprise and employee obligations under industrial and training agreements relating to the provision of (workplace) training
- requirements and ethical considerations for the supervision of employees operating under *formal training agreements and contracts* (e.g. trainees and apprentices)
- impact and outcomes of workplace learning on the competitive advantage of the enterprise
- range of internal and external learning opportunities available to enterprise personnel

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - workplace policies and procedures
 - regulatory requirements
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- debriefs
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Training and development professionals</i> may be:</p>	<ul style="list-style-type: none"> • internal or external and include: <ul style="list-style-type: none"> • workplace trainers and assessors • employee development personnel.
<p><i>Learning opportunities</i> include:</p>	<ul style="list-style-type: none"> • access to professional and trade journals and publications • active problem-solving or project involvement • coaching and mentoring • demonstration, observation and shadowing • discussion • experimentation • participation in enterprise and industry networks • rotation and exchange • structured training • visits, exchange, discussion with suppliers, customers, competitors • formal and informal and designed to support: <ul style="list-style-type: none"> • initial qualifications • the update of existing qualifications

RANGE STATEMENT	
	<ul style="list-style-type: none"> • skills and knowledge or advanced and complementary qualifications • formal training undertaken outside the workplace.
<i>Individuals and teams</i> may include:	<ul style="list-style-type: none"> • retail and wholesale sales people, butchers, packers, smallgoods makers and operators, slaughtermen, boners, renderers, labourers, supervisors or anyone employed in the meat industry • trainees, apprentices, trades people, staff with or without formal qualifications.
<i>Learning and training plans</i> may be:	<ul style="list-style-type: none"> • simple or complex and linked with: <ul style="list-style-type: none"> • individual and team goals • individual performance appraisal plans • team performance plans and enterprise goals.
<i>Teams</i> may be:	<ul style="list-style-type: none"> • of two or more members • short or long term and include: <ul style="list-style-type: none"> • full-time • part-time • permanent • contract • casual employees.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve interpreting the needs of internal or external customers • involve preparation of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language • require the use of negotiation, persuasion and assertiveness skills.
<i>Targets, goals and performance measures</i> may be:	<ul style="list-style-type: none"> • short, medium and long term and relate to: <ul style="list-style-type: none"> • market advantage • operations

RANGE STATEMENT	
	<ul style="list-style-type: none"> • certification • licensing or registration • customer service • skills gains/growth • job redesign • staffing • OH&S • Quality Assurance (QA) • waste etc.
Mathematical skills may:	<ul style="list-style-type: none"> • relate to product and product quality, price, sales and turnover, profits and losses, return and new custom, market penetration.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • employment

RANGE STATEMENT	
	<ul style="list-style-type: none"> • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant regulations • state regulations regarding meat processing • taxation • training and education.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Training services provided by training professionals</i> may include:	<ul style="list-style-type: none"> • assessment of individual, team and organisational needs • delivery, assessment, monitoring and management of structured training • planning of structured training and identification of unstructured and incidental learning opportunities • training and support for internal coaches and mentors, enterprise trainers and assessors.
<i>Formal training agreements and contracts</i> may include:	<ul style="list-style-type: none"> • cadetships • internships • traineeships and apprenticeships • training arrangements included in industrial agreements.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR405C Build productive and effective workplace relationships

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop, maintain and model positive workplace relationships.
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Application of the Unit

Application of the unit	Effective workplace relationships contribute to a productive working environment and minimise conflict and disruption. This unit is particularly suitable for first line managers, including supervisors and team leaders working in a meat industry context.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather and present information and ideas to do the job	<p>1.1. Information from appropriate sources is utilised to fulfil workplace responsibilities and to develop and refine alternative processes and solutions.</p> <p>1.2. Communication methods take into account the purpose and the audience, including social and cultural <i>diversity</i>.</p> <p>1.3. Communication strategies are used to keep people informed and up-to-date on enterprise or department directions and activities.</p> <p>1.4. Clear and unambiguous guidance and direction is provided to others, consistent with workplace responsibilities.</p> <p>1.5. Input from internal and external sources is sought and valued in developing and refining new ideas and approaches.</p>
2. Develop trust and confidence	<p>2.1. People are treated with integrity, respect and empathy.</p> <p>2.2. Enterprise's social, ethical and business standards are used to develop and maintain positive relationships.</p> <p>2.3. Trust and confidence of colleagues, customers and suppliers is gained and maintained through competent performance.</p> <p>2.4. Interpersonal styles and methods are adjusted to the social and cultural environment.</p>
3. Build and maintain networks and relationships	<p>3.1. Networking is used to identify and build relationships.</p> <p>3.2. Identifiable benefits for the team and organisation are provided through networks and other work relationships with stakeholders.</p>
4. Manage difficulties to achieve positive outcomes	<p>4.1. Problems are identified and analysed and action is taken to rectify the situation with minimal disruption to performance.</p> <p>4.2. Colleagues receive guidance and support to resolve their work difficulties.</p> <p>4.3. Pro-active strategies are used to manage individual's performance, within the organisation's processes.</p> <p>4.4. Conflict is managed constructively within the organisation's processes.</p> <p>4.5. Difficult situations are negotiated to achieve results</p>

ELEMENT	PERFORMANCE CRITERIA
	acceptable to participants, and which meet organisation and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- accept and provide constructive feedback
- contribute to and support meetings (e.g. team, department and maintenance).
- cooperate with other supervisors and managers
- maintain currency of knowledge through independent research or professional development
- demonstrate problem-solving and negotiation skills in a range of circumstances
- develop and implement consultative and participative approaches within own work responsibilities
- encourage and respond to individual and team contributions
- gather and analyse alternative viewpoints, ideas and information to develop processes and strategies
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- introduce strategies for improving workplace relationships (e.g. coaching and mentoring)
- locate and evaluate information from a range of sources, using a range of available resources
- mentor and counsel individuals and teams, within enterprise procedures
- model positive and effective communication and interaction strategies in the performance of responsibilities
- monitor and diffuse potential conflicts and disputes, applying a range of strategies
- observe and respect enterprise confidentiality requirements and individual's privacy requests
- provide direction, instruction and guidance in ways that encourage cooperation
- recognise and discuss alternative suggestions, viewpoints and proposals
- resolve differences between employees, within enterprise processes
- review own actions and attitudes and describe their impact on others in the work environment

REQUIRED SKILLS AND KNOWLEDGE

- seek feedback from colleagues and networks on own ideas and performance
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use available information and communications technology to facilitate two-way communication and understanding
- use enterprise's established procedures to handle grievances and complaints
- work collaboratively with individuals in planning, reviewing and improving performance

Required knowledge

Knowledge of:

- impact of the enterprise's social, ethical and business standards on workplace relationships
- factors which influence workplace relationships (e.g. cultural and social characteristics, past experience and industrial approaches)
- networks and other sources of information which could assist in the development of workplace relationships and build own knowledge and expertise
- strategies for building networks

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - workplace policies and procedures
 - regulatory requirements
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Information may be from internal and external sources and include:</p>	<ul style="list-style-type: none"> • documents, manuals, publications • enterprise, industry and professional or research reports • input from specialist personnel • networks • team contributions and input.
<p>Communication may:</p>	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve interpreting the needs of internal or external customers • involve presentation of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language • involve reading workplace documents which may include status reports, plans and projections, technical manuals, industry

RANGE STATEMENT	
	<p>journals and financial records</p> <ul style="list-style-type: none"> require use of mathematical terms and may relate to product and product quality, price, sales and turnover, profits and losses, return and new custom, market penetration, advertising distribution and coverage require negotiation, persuasion and assertiveness skills.
Diversity of individuals may include:	<ul style="list-style-type: none"> ability age, gender, language group ethnicity, culture and social or economic background.
Enterprise social, ethical and business standards may include:	<ul style="list-style-type: none"> 'can do' service etc fairness, equity, respect, honesty politeness, cooperativeness, promptness.
Networks may:	<ul style="list-style-type: none"> be special interest (e.g. professional, technical, OH&S) be with customers and clients internal (e.g. supervisors) involve other industries, government and community agencies and groups.
Workplace relationships may be with:	<ul style="list-style-type: none"> colleagues and peers customers, clients and suppliers employees under supervision superiors team/department/section members.
Stakeholders may include:	<ul style="list-style-type: none"> company owners, directors, shareholders, financiers competitors management and employees suppliers, customers, consumers unions and employer associations.
OH&S requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs hygiene and sanitation requirements OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant Australian standards • relevant regulations • state and territory regulations regarding meat processing • taxation.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR406C Manage and maintain a food safety plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manage a food safety plan.
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Application of the Unit

Application of the unit	Food safety is critical to public health and safety and the successful operation of meat industry businesses. This unit is suitable for managers in meat retail establishments, and supervisors and team leaders in smallgoods, meat processing and food services establishments, for maintaining the food safety plan or system in a designated work area.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage the implementation of the <i>food safety plan</i>	1.1. Food safety principles, food safety procedures and requirements, including regulatory requirements, are explained to the <i>team</i> . 1.2. Team commitment to, and responsibility for, food safety is developed. 1.3. Procedures to support the food safety plan are put in place. 1.4. Training and mentoring is provided to the team to assist implementation.
2. Monitor the food safety plan and take corrective action	2.1. Team implementation of the food safety plan is monitored. 2.2. <i>Records</i> and <i>reports</i> are completed accurately and on schedule. 2.3. Prompt action is taken to correct non-conformance according to enterprise and <i>regulatory requirements</i> . 2.4. Causes of non-conformance are identified and analysed. 2.5. Control measures are implemented to prevent future non-conformance. 2.6. Non-conformance is reported according to enterprise requirements.
3. Maintain the food safety plan	3.1. Feedback is sought from all personnel to identify potential hazards, corrective actions and controls. 3.2. Processes or conditions which could result in breaches of food safety procedures are identified and preventive or corrective action is taken. 3.3. Corrective action and control procedures are updated to improve food safety. 3.4. Documentation is completed according to enterprise and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- collect, monitor and interpret data to identify trends and non-conformance
- **communicate** with a range of stakeholders, including customers, to convey food safety requirements and programs
- demonstrate current technical and process knowledge for the control of hazards and improvement of the food safety system
- demonstrate enterprise monitoring procedures (including sampling, testing and required records and documents) and explain their purpose
- determine and take corrective action
- identify and apply relevant **Occupational Health and Safety (OH&S)**, regulatory and **workplace requirements**
- identify and review operations and practices for food safety improvement
- identify enterprise **Standard Operating Procedures (SOPs)** and explain their role in the food safety system
- lead personnel/team in investigation of food safety incidents and potential incidents
- maintain currency of knowledge through independent research or professional development
- monitor records and documentation for accuracy and conformance
- respond to food safety incidents and implement food recall procedures as required
- review communication systems (spoken and written) to minimise the potential for mis-reporting and misunderstanding of food safety requirements, procedures and plans
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology
- use a range of communication and team building strategies to gain team commitment to food safety
- use detailed product knowledge, including product characteristics and the requirements for safe preparation, processing, storage, handling, display, to monitor food safety
- utilise problem-solving strategies required in investigating non-conformance and reviewing the food safety system

Required knowledge

- enterprise recall and traceability procedures
- food safety requirements to the team
- food safety risk assessment procedures
- Hazard Analysis Critical Control Point (HACCP) principles and the process for developing a food safety plan
- regulatory requirements that apply to the enterprise's food safety plan

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - food safety plan and/or HACCP plan
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- assignment or simulation
- workplace project
- workplace referee or third-party report on performance.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Food safety plans</i> will be:	<ul style="list-style-type: none"> • based on HACCP principles • in standard formats and meet mandatory requirements
<i>Teams</i> may be:	<ul style="list-style-type: none"> • a department or small business • a food safety or HACCP team • all personnel in work area • two or more people.
<i>Record</i> -keeping systems may be:	<ul style="list-style-type: none"> • electronic and/or manual.
<i>Reports</i> may be:	<ul style="list-style-type: none"> • complex, contain technical, mathematical and graphic information and be presented in standard formats according to enterprise and legal requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting

RANGE STATEMENT	
	<ul style="list-style-type: none"> • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant Australian Standards • relevant regulations • state and territory regulations regarding meat processing • taxation.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve communication and information technologies • involve presentation of explanations and reports in language styles suitable for the audience and include everyday workplace language, technical and mathematical language • involve reading and interpreting workplace-related documentation • require negotiation, persuasion and assertiveness skills.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • OH&S requirements • Quality Assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Standard Operating Procedures</i> may relate to:	<ul style="list-style-type: none"> • personal hygiene • food preparation and processing • pest control • waste disposal • cleaning • maintenance of premises • product recall • customer complaints • calibration.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMPSR407A Assess and evaluate meat industry requirements and processes

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the skills and knowledge required to assess and evaluate the role of the Australian meat industry as a part of the food processing sector, and the requirements to work in meat processing.
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Application of the Unit

Application of the unit	This unit applies to food technologists, industry researchers, and to middle management personnel who are new to the industry. It includes gaining an understanding of the economic and political structure of the industry, production stages and methods, and key factors affecting meat safety, quality and market access.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish livestock production and transport requirements	1.1. Production techniques impacting meat quality are explained for the range of <i>species</i> involved. 1.2. Role and purpose of traceability requirements are explained. 1.3. Purchasing process and selling alternatives for livestock are explained. 1.4. Relationship between transport arrangements and meat quality are explained. 1.5. Potential product quality, animal welfare and food safety hazards from transporting livestock are identified.
2. Identify the sequence of operations for meat processing in an abattoir	2.1. Critical elements of the slaughtering process are identified. 2.2. Critical elements of the boning process are identified. 2.3. Role and purpose of rendering are explained. 2.4. Offal processing requirements are explained. 2.5. Differences between export and domestic requirements are identified.
3. Explain factors affecting food safety and meat quality during processing	3.1. Key meat safety issues are described. 3.2. Key legislation and regulations affecting meat processing are identified. 3.3. Impacts of seasonal and geographical factors on meat quality are explained. 3.4. The nature and purpose of the Meat Standards Australia (MSA) program are described. 3.5. Impacts of further processing on meat quality are explained. 3.6. Factors affecting shelf life and meat quality are explained. 3.7. The nature and purpose of a meat testing program are explained.
4. Identify processes and process controls for a range of meat smallgoods	4.1. Differences between product sources are identified. 4.2. Key smallgoods products and production processes are identified. 4.3. Food safety requirements impacting smallgoods production are explained.
5. Define the structure and nature of meat	5.1. Differences between supermarket, independent and wholesale butchers are identified.

ELEMENT	PERFORMANCE CRITERIA
retailing in Australia	<p>5.2. <i>Regulatory requirements</i> directly impacting meat retailing are explained.</p> <p>5.3. Key meat product lines and the role of value-adding are identified.</p> <p>5.4. The impact of <i>customer requirements and expectations</i> are explained.</p> <p>5.5. Food safety requirements impacting retail operations are explained.</p>
6. Identify key issues and bodies that impact the Australian meat industry	<p>6.1. Impacts of climatic factors on the meat industry are explained.</p> <p>6.2. <i>Key issues impacting meat industry employment</i> are explained.</p> <p>6.3. <i>Environmental impacts of a meat processing site</i> are reviewed.</p> <p>6.4. Impacts of <i>changing customer expectations</i> are explained.</p> <p>6.5. The role of <i>key industry bodies</i> is described.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse and interpret work instructions, Standard Operating Procedures (SOPs), safety and hygiene procedures, and other workplace documentation
- identify livestock
- locate, and interpret industry information
- distinguish between meat products and the processes to produce them
- identify personal hygiene and operational sanitation procedures
- identify and Occupational Health and Safety (OH&S) risks
- apply sustainable work practices

Required knowledge

Knowledge of:

- factors which impact on meat safety and quality through the supply chain

REQUIRED SKILLS AND KNOWLEDGE

- the main animal welfare issues associated with the production and processing animals for human consumption
- main markets for meat
- common causes and impact of contamination
- relationship between food safety and market access
- nature and structure of the Australian meat processing industry
- principles of Quality Assurance (QA) and traceability from paddock to retailer
- slaughtering and boning processes
- nature and purpose of the AUS-MEAT and MSA programs
- customer requirements
- value-adding of meat products

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Critical aspects of assessment must include the following:</p> <ul style="list-style-type: none"> • describe the livestock production and marketing, and retailing systems for the meat industry • document the sequence of operations for livestock slaughter and meat processing • define processes for a range of meat smallgoods • describe production factors influencing meat quality and safety • comply with industry requirements for hygiene, OH&S and other work practices.
<p>Context of and specific resources for assessment</p>	<p>Assessment of performance requirements in this unit should be undertaken within the context of food technology in the meat processing industry.</p> <p>Assessment must occur in a real or simulated workplace where the candidate has access to:</p> <ul style="list-style-type: none"> • production process and related equipment,

EVIDENCE GUIDE	
	<p>manufacturers' advice and operating procedures</p> <ul style="list-style-type: none"> • equipment and facilities for carrying out slaughtering of livestock and processing of primary cuts of meat.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • written and/or oral questioning to assess knowledge and understanding • direct or third-party evidence of compliance with enterprise procedures for hygiene and OHS • a process chart developed and explanation of the sequence of operations for meat processing in an abattoir. <p>Evidence should be gathered over a period of time in a range of actual or simulated environments.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Production techniques</i> may include:</p>	<ul style="list-style-type: none"> • location • flock/herd size • feedlots or paddock raised • organic

RANGE STATEMENT	
	<ul style="list-style-type: none"> • research trials.
<i>Species</i> to be slaughtered may include:	<ul style="list-style-type: none"> • cattle • sheep • goats • pigs • horses • ratites • crocodiles.
<i>Traceability requirements</i> may include:	<ul style="list-style-type: none"> • National Livestock Identification Scheme (NLIS) • ear and tail tags • state-based requirements • PigPass • disease notification • customer requirements, such as Country of Origin Labelling (COOL).
<i>Purchasing process and selling alternatives</i> may include:	<ul style="list-style-type: none"> • contractual requirements • 'over the hook' • live purchasing in paddock or saleyards • computer selling • major customers (e.g. Woolworths, Tesco, McDonalds) paddock-plate purchasing systems.
<i>Critical elements of the slaughtering process</i> will include:	<ul style="list-style-type: none"> • animal welfare and handling requirements • quality determinants (e.g. stress) • carcass description • food safety and testing regimes • stunning and slaughtering procedures • hide removal • evisceration • time and temperature requirements for carcass chilling and freezing.
<i>Critical elements of the boning process</i> will include:	<ul style="list-style-type: none"> • cut descriptions • integrated/independents boning rooms • customer specifications

RANGE STATEMENT	
	<ul style="list-style-type: none"> • packaging • refrigeration and freezing requirements • transport arrangements • traceability • micro testing • hygiene and sanitation • physical and micro contamination.
<i>Export and domestic requirements</i> will include	<ul style="list-style-type: none"> • Approved Arrangements • livestock traceability • micro testing • product traceability and recall arrangements • regulatory and standards frameworks • roles and requirements of Australian Quarantine Inspection Service AQIS and State Meat Authorities • Meat Hygiene Assessment (MHA) • Refrigeration Index • MSA • food safety testing regimes • animal welfare • social accountability • food safety • market access • cuts and specifications • religious requirements • kill method • processing and packing procedures • types of packaging • environmental impacts of meat production and processing.
<i>Key legislation and regulations</i> may include:	<ul style="list-style-type: none"> • Australian Standards • Export Act • Approved Arrangements • State-based legislation • Codes of Practice (e.g. Animal Welfare) • OH&S legislation.
<i>Meat testing programs</i> may include:	<ul style="list-style-type: none"> • microbiological testing • residue testing • species testing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • temperature logging • Critical Control Points (CCPs) • role of AQIS and National Association of Testing Authorities (NATA) in laboratory accreditation.
<i>Product sources</i> for smallgoods production may include:	<ul style="list-style-type: none"> • imported product • Australian product • different species (e.g. cattle, sheep, goats and pigs) • product additives and mixes (e.g. emulsions, spices and nitrites/nitrates).
<i>Smallgoods products and production processes</i> will include:	<ul style="list-style-type: none"> • smoked product • cooked product • Uncooked Comminuted Fermented Meat UCFM • dried meats • factory-type production techniques • independent retailer production techniques • regulatory requirements • processing equipment.
<i>Food safety requirements impacting smallgoods production</i> will include:	<ul style="list-style-type: none"> • UCFM • thawing processes • uncooked/cooked product handling requirements • blending/batching processes • packaging requirements • product storage and transport requirements.
<i>Regulatory requirements impacting meat retailing</i> will include:	<ul style="list-style-type: none"> • role of State and Council authorities • environmental requirements • legislation, regulations and Codes of Practice • OH&S, Equal Employment Opportunity (EEO) legislation • Modern Awards • Food Standards Code.
<i>Customer requirements and expectations</i> affecting meat retailing may include:	<ul style="list-style-type: none"> • species and cuts • packaging • value-adding • religious • dietary and allergen requirements.

RANGE STATEMENT	
<i>Key issues impacting meat industry employment may include:</i>	<ul style="list-style-type: none"> • labour supply and market characteristics • meat industry career structures • role and nature of training • role of overseas workers • seasonal and market factors • national policies and regulations.
<i>Environmental impacts of a meat processing site may include:</i>	<ul style="list-style-type: none"> • water use • waste water • emissions • power sources and consumption.
<i>Changing customer expectations may include:</i>	<ul style="list-style-type: none"> • animal welfare and handling • organic production • social accountability • ethical production • traceability.
<i>Key industry bodies will include</i>	<ul style="list-style-type: none"> • state and federal regulators • peak industry bodies (e.g. MLA, AMIC and AMPC) • unions covering the industry (e.g. (Australian Meat industry Employees Union AMIEU)) • AUS-MEAT • Standards determining bodies: <ul style="list-style-type: none"> • International Organization for Standardization (ISO) • Joint Accreditation System of Australia and New Zealand (JAS ANZ) • Food Standard Australia New Zealand (FSANZ).

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR408A Specify beef product using AUS-MEAT language

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to use AUS-MEAT language in defining beef specifications. Satisfactory completion of assessment conducted by AUS-MEAT is required before an individual can gain AUS-MEAT Accreditation for Beef Boning Room Standards Officers. People who have satisfactorily completed AUS-MEAT Accreditation for Beef Boning Room Standards Officers will have satisfied the requirements for this unit of competency.
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Application of the Unit

Application of the unit	<p>This unit prepares workers to work with beef cuts, specifications and cutting lines.</p> <p>Participants will be directly involved in demonstration and explanation of:</p> <ul style="list-style-type: none">• achieving maximum yields and returns• basic anatomy• cutting lines• detecting and recording defects• product description• specifications and verification.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a beef carcass	1.1. Directions on a carcass are described using the anatomical direction format. 1.2. Bones relevant to meat <i>specifications</i> in a beef skeleton are located and identified. 1.3. Major <i>muscles</i> relevant to meat specifications are identified. 1.4. Major glands and cartilage relevant to meat specifications are identified.
2. Identify and name meat products using the standard product description	2.1. Nature and format of product specifications are identified. 2.2. Standardised cut descriptions are used and correctly spelt to name meat products. 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the correct anatomical features to describe the cutting lines. 2.5. What must be altered from any given meat product for it to comply with the company product specification is identified.
3. Check <i>beef product</i> complies with written specifications	3.1. Beef product compliance with written specifications is checked and principles of Quality Assurance (QA) are described. 3.2. Sections of the workplace QA system related to ensuring beef product compliance are described to AUS-MEAT product description requirements. 3.3. Non-conforming product is defined and described in relation to workplace requirements. 3.4. Critical Control Points (CCPs) are identified and monitored in accordance with <i>workplace requirements</i> .
4. Assess product compliance	4.1. Product compliance with written specifications is assessed in accordance with workplace and AUS-MEAT product description requirements. 4.2. Product description given in written specifications is identified and explained. 4.3. Corrective action is taken in the event of non-conformance to beef product specifications.
5. <i>Measure and check</i> product compliance	5.1. Cutting lines and muscle content is checked in accordance with written specifications.

ELEMENT	PERFORMANCE CRITERIA
against written specifications	5.2. Non-conforming product that can be made to comply with the specification is identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as a team member
- identify and apply relevant *Occupational Health and Safety OH&S requirements*
- identify and apply relevant workplace and *regulatory requirements*
- identify and explain AUS-MEAT language specifications on beef product label
- identify non-conforming product in accordance with specifications
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective action procedures for non-conforming product
- product specification points

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under normal enterprise or production conditions.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • completion of standard AUS-MEAT assessment • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may include:

- approval system
- AUS-MEAT
- communication
- measurement
- technical accuracy.

Muscles may include cuts from:

- forequarter (major)
- hindquarter (major).

Beef product may include:

- muscle content
- points of specification
- product compliance
- product name.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Measurement and checking may include:

- data collection
- frequency
- interpreting data
- monitoring sheets
- non-conforming products
- sample size

RANGE STATEMENT	
	<ul style="list-style-type: none"> • taking measurements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • interpreting the needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> • applying a range of strategies in problem-solving • developing practical and creative solutions to workplace problems • solving problems individually or in teams • testing assumptions and taking context into account • using numeracy skills to solve problems.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR409A Specify sheep product using AUS-MEAT language

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to use AUS-MEAT language in defining sheep specifications. This unit may also be used to specify goat product. Satisfactory completion of assessment conducted by AUS-MEAT is required before an individual can gain AUS-MEAT accreditation for Sheepmeat Boning Room Standards Officers. People who have satisfactorily completed AUS-MEAT Accreditation for Sheepmeat Boning Room Standards Officers will have satisfied the requirements for this unit of competency.
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Application of the Unit

Application of the unit	This unit prepares the workers to work with sheep cuts, specifications and cutting lines. Participants will be directly involved in demonstration and explanation of: <ul style="list-style-type: none"> • achieving maximum yields and returns • basic anatomy • cutting lines • detecting and recording defects • product description • specifications and verification.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a sheep carcase	1.1. Directions on a carcase are described using the anatomical direction format. 1.2. Bones relevant to meat <i>specifications</i> in a sheep skeleton are located and identified 1.3. Major <i>muscles</i> relevant to meat specifications are identified. 1.4. Major glands and cartilage relevant to meat specifications are identified.
2. Identify and name meat products using the standard product description	2.1. Nature and format of product specifications are identified. 2.2. Standardised cut descriptions are used and correctly spelt to name meat products 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the correct anatomical features to describe the cutting lines. 2.5. What must be altered from any given meat product for it to comply with the company product specification is identified.
3. Check <i>sheep product</i> complies with written specifications	3.1. Sheep product compliance with written specifications is checked and principles of Quality Assurance (QA) are described. 3.2. Sections of the workplace quality assurance system related to ensuring sheep product compliance are described to AUS-MEAT product description. 3.3. Non-conforming product is defined and described in relation to <i>workplace requirements</i> . 3.4. Critical Control Points (CCPs) are identified and monitored in accordance with workplace requirements.
4. Assess product compliance	4.1. Product compliance with written specifications is assessed in accordance with workplace and AUS-MEAT product description requirements. 4.2. Product description given in written specifications is identified and explained. 4.3. Corrective action is taken in the event of non-conformance to sheep product specifications.
5. <i>Measure and check</i> product compliance	5.1. Cutting lines and muscle content is checked in accordance with written specifications.

ELEMENT	PERFORMANCE CRITERIA
against written specifications	5.2. Non-conforming product that can be made to comply with the specification is identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as a team member
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- identify and apply relevant workplace and *regulatory requirements*
- identify and explain AUS-MEAT language specifications on sheepmeat product label
- identify non-conforming product in accordance with specifications
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective action procedures for non-conforming product
- product specification points

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under normal enterprise or production conditions.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • completion of standard AUS-MEAT assessment • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may include:

- approval system
- AUS-MEAT
- communication
- measurement
- technical accuracy.

Muscles may include cuts from:

- forequarter (major)
- hindquarter (major).

Sheep product may include:

- muscle content
- points of specification
- product compliance
- product name.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Measurement and checking may include:

- data collection
- frequency
- interpreting data
- monitoring sheets
- non-conforming products
- sample size

RANGE STATEMENT	
	<ul style="list-style-type: none"> taking measurements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements interpreting the needs of internal or external customers listening and understanding reading and interpreting workplace documentation sharing information speaking clearly and directly writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> applying a range of strategies in problem-solving developing practical and creative solutions to workplace problems solving problems individually or in teams testing assumptions and taking context into account using numeracy skills to solve problems.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements

RANGE STATEMENT	
include	<ul style="list-style-type: none"> • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR410A Specify pork product using AUS-MEAT language

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to use AUS-MEAT language in defining pork specifications. Satisfactory completion of assessment conducted by AUS-MEAT is required before an individual can gain AUS-MEAT accreditation for Pork Boning Room Standards Officers. People who have satisfactorily completed AUS-MEAT Accreditation for Pork Boning Room Standards Officers will have satisfied the requirements for this Unit of Competency.
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Application of the Unit

Application of the unit	This unit prepares the workers to work with pigmeat cuts, specifications and cutting lines. Participants will be directly involved in demonstration and explanation of: <ul style="list-style-type: none"> • achieving maximum yields and returns • basic anatomy • cutting lines • detecting and recording defects • product description • specifications and verification.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify anatomical features of a pork carcass	1.1. Directions on a carcass are described using the anatomical direction format. 1.2. Bones relevant to meat <i>specifications</i> in a pork skeleton are located and identified. 1.3. Major <i>muscles</i> relevant to meat specifications are identified. 1.4. Major glands and cartilage relevant to meat specifications are identified.
2. Identify and name meat products using the standard product description	2.1. Nature and format of product specifications are identified. 2.2. Standardised cut descriptions are used and correctly spelt to name meat products 2.3. Major muscles that make up each meat cut are identified. 2.4. Correct cutting lines for each product are identified using the correct anatomical features to describe the cutting lines. 2.5. What must be altered from any given meat product for it to comply with the company product specification is identified.
3. Check <i>pork product</i> complies with written specifications	3.1. Pork product compliance with written specifications is checked and principles of Quality Assurance (QA) are described. 3.2. Sections of the workplace QA system related to ensuring pork product compliance are described to AUS-MEAT product description. 3.3. Non-conforming product is defined and described in relation to <i>workplace requirements</i> . 3.4. Critical Control Points (CCPs) are identified and monitored in accordance with workplace requirements.
4. Assess product compliance	4.1. Product compliance with written specifications is assessed in accordance with workplace requirements and AUS-MEAT product description. 4.2. Product description given in written specifications is identified and explained. 4.3. Corrective action is taken in the event of non-conformance to pork product specifications.
5. <i>Measure and check</i> product compliance	5.1. Cutting lines and muscle content is checked in accordance with written specifications.

ELEMENT	PERFORMANCE CRITERIA
against written specifications	5.2. Non-conforming product that can be made to comply with the specification is identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *problem-solving skills*
- work effectively as an individual and as a team member
- identify and apply relevant *Occupational Health and Safety (OH&S) requirements*
- identify and apply relevant *workplace* and *regulatory requirements*
- identify and explain AUS-MEAT language specifications on pork product label
- identify non-conforming product in accordance with specifications
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective action procedures for non-conforming product
- product specification points

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under normal enterprise or production conditions.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • completion of standard AUS-MEAT assessment • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Specifications may include:

- approval system
- AUS-MEAT
- communication
- measurement
- technical accuracy.

Muscles may include cuts from:

- forequarter (major)
- hindquarter (major).

Pork product may include:

- muscle content
- points of specification
- product compliance
- product name.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Measurement and checking may include:

- data collection
- frequency
- interpreting data
- monitoring sheets
- non-conforming products
- sample size

RANGE STATEMENT	
	<ul style="list-style-type: none"> taking measurements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> applying numeracy skills to workplace requirements interpreting the needs of internal or external customers listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly writing to audience needs.
<i>Problem-solving skills</i> may involve:	<ul style="list-style-type: none"> applying a range of strategies in problem-solving developing practical and creative solutions to workplace problems solving problems individually or in teams testing assumptions and taking context into account using numeracy skills to solve problems.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR411A Lead communication in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to lead and promote effective communication in the workplace. It includes the skills and knowledge required for effective written and verbal communication.
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Application of the Unit

Application of the unit	This unit is applicable to supervisors, technical experts or managers in meat establishments in the meat retail, smallgoods, meat processing and food service sectors producing meat and meat products for domestic and export markets.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Engage in complex verbal communication	<p>1.1. Group processes are facilitated and monitored to support group objectives.</p> <p>1.2. One-to-one interaction with team members is provided to achieve effective support.</p> <p>1.3. Work instructions are explained to others.</p> <p>1.4. Work requirements and expectations are negotiated with others.</p> <p>1.5. Negotiation skills are used as appropriate.</p> <p>1.6. Conflict resolution techniques are used as appropriate.</p> <p>1.7. Problem-solving and decision making techniques are used as appropriate.</p>
2. Read complex text	<p>2.1. Written information is read, analysed and used to assist in overseeing workplace performance.</p> <p>2.2. Technical information from written source is used to examine and introduce new procedures and approaches to improve workplace performance.</p>
3. Prepare written information for a range of audiences and applications	<p>3.1. Routine and specialist reports are consolidated and summarised to convey key points.</p> <p>3.2. Procedures and instructions related to existing and new functions and tasks are written for others to follow and implement.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> analyse written information from a variety of sources to assist with decision-making process convey information, which may be complex or technical or involve a change to a familiar process, to people who may not have a technical background convey workplace information, such as work instructions, in a way that facilitates learning by others

REQUIRED SKILLS AND KNOWLEDGE

- demonstrate conflict-resolution techniques
- demonstrate participative problem-solving techniques to resolve workplace problems
- demonstrate techniques to check that information has been understood
- explain and demonstrate *communication* styles relevant to conveying information to employees from a range of social, cultural and ethnic backgrounds
- identify and observe *Occupational Health and Safety (OH&S) requirements* where applicable
- identify and observe *regulatory* and *workplace requirements* where relevant
- locate and extract relevant information from technical documentation
- prepare reports in a range of formats and language styles suitable for the audience
- resolve or progress issues in complex and/or hostile environments
- select and organise relevant routine information to:
 - clarify or explain issues or problems
 - offer suggestions for improvement
 - provide opinions
- use facilitation skills to ensure participation from all group members
- utilise available information and communications *technology* to facilitate communication

Required knowledge

Knowledge of:

- purpose of feedback and forms of feedback suitable for the workplace
- purpose of reports and other documentation used in the work area
- roles and expectations of customers, suppliers and participants in the work process

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency needs to be demonstrated while exercising suitable levels of authority in the workplace.

Context of and specific resources for assessment

Assessment must include demonstration of competency in the workplace under normal working conditions.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Groups</i> may be:	<ul style="list-style-type: none"> • informal work groups or formal committees.
<i>Negotiations</i> may involve:	<ul style="list-style-type: none"> • complex coordination of human and material resources and can involve both internal and external customers and suppliers. • referrals to management and/or industrial parties, where conflicts are unable to be resolved.
<i>Problem-solving</i> may include:	<ul style="list-style-type: none"> • involvement and support of more senior management • discussion and resolution of issues undertaken with support from more senior management • involvement of: <ul style="list-style-type: none"> • owner or operator • external facilitators.
<i>Written information</i> may include:	<ul style="list-style-type: none"> • graphs, charts and tables • industry publications • manuals • newsletters • notices from government and regulatory bodies • orders • procedures and instructions

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant legislation and award provisions: <ul style="list-style-type: none"> • OH&S legislation • award provisions relating to conditions of employment • training • affirmative action • Equal Employment Opportunity (EEO) legislation • status reports • supplier correspondence and contracts.
<i>Audiences</i> for information may include:	<ul style="list-style-type: none"> • customers • suppliers • management and/or workers.
<i>Communication</i> may be:	<ul style="list-style-type: none"> • spoken • written • non-verbal and include the use of signs, signals, symbols and pictures, and require the interpretation and sensitive handling of non-verbal and visual clues and cues. • reported according to statutory and workplace requirements and may involve manual and/or electronic systems • reported and presented through: <ul style="list-style-type: none"> • spoken • written and supported by: <ul style="list-style-type: none"> • graphs • pictures • charts • tables.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Technology</i> may include:	<ul style="list-style-type: none"> • information and communication technologies such as: <ul style="list-style-type: none"> • diaries and organisers • computerised equipment • personal computers • on-line services • telephone • fax • automated machinery • robotic equipment.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR412A Participate in product recall

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to initiate and participate in a product recall.
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Application of the Unit

Application of the unit	This unit is applicable to plant managers, Quality Assurance (QA) personnel, managers and marketing personnel who have a role in implementing a product recall.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Participate in decision about disposition	1.1. Decision is made in relation to whether product is recalled according to workplace and product specifications.
2. Simulate a product recall	<p>2.1. Criteria for a product recall are identified according to product specifications and <i>workplace requirements</i>.</p> <p>2.2. Product to be recalled is identified and traced according to product specifications and workplace requirements.</p> <p>2.3. Individuals or groups involved in a product recall are identified and their role described.</p> <p>2.4. Steps in recall are identified and described.</p> <p>2.5. Product development is reviewed in consultation with those responsible.</p> <p>2.6. Manufacturing methods and quality control methods are reviewed to prevent problems re-occurring.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- complete records of simulated product recall exercise and review for improvements to the recall procedure
- use communications technology such as computers and telephones to facilitate product recall
- identify and implement the procedure for a product recall
- identify and apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*
- identify records of product identification and traceability and use them for trace forward
- use relevant *communication skills*

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- steps involved in implementing a product recall
- reasons and procedures for initiating a product recall

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated when utilising a documented product recall procedure and realistic data.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment can be based on participation in a comprehensive simulation.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and</p>

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • Enterprise-specific procedures • OH&S requirements • QA requirements • standard operating procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms

RANGE STATEMENT	
	<ul style="list-style-type: none"> • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop and manage a Hazard and Critical Control Point (HACCP)-based Quality Assurance (QA) program.
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Application of the Unit

Application of the unit	This unit is applicable to QA personnel and supervisors who are responsible for developing and/or implementing a HACCP-based QA system in a meat establishment,
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Involve management and staff in developing the quality system</p>	<p>1.1. Relevant staff members and management are involved to clarify the purpose and scope of the program.</p> <p>1.2. Enterprise needs and expectations are clearly defined.</p> <p>1.3. Other systems, such as AUS-MEAT, Occupational Health and Safety (OH&S) and meat inspection are incorporated into the system as appropriate to the workplace needs.</p>
<p>2. Establish the scope of the system</p>	<p>2.1. Scope of the HACCP-based quality system is defined to encompass food safety, quality, regulatory compliance, animal welfare and preventative maintenance.</p> <p>2.2. System is directed to prevent and control food safety hazards and any other hazards such as <i>product</i> quality and OH&S hazards.</p> <p>2.3. Agreement is sought from relevant areas of the workplace on the coverage and scope of the system.</p>
<p>3. Conduct hazard analysis and assessment</p>	<p>3.1. Every step in the production process is assessed for potential food safety hazards.</p> <p>3.2. Critical Control Points (CCPs) are established to identify where each significant hazard can be prevented or controlled.</p> <p>3.3. Critical limits are established for each CCP.</p> <p>3.4. A measurable or recognisable standard is assigned for each CCP to define the critical limits.</p> <p>3.5. Critical limits are technically and scientifically validated.</p>
<p>4. Ensure all documents, work procedures and processes required for the system are developed, available and in use</p>	<p>4.1. All products and processes covered by the HACCP-based quality system are described in a standardised format defining product characteristics relevant to food safety.</p> <p>4.2. Work instructions and Standard Operating Procedures (SOPs) are reviewed for accuracy, relevance and sufficiency to prevent potential hazards.</p> <p>4.3. Documented procedures for monitoring CCPs are implemented.</p> <p>4.4. Documented procedures which ensure any CCPs which are out of control are brought back into control, and affected product is suitably handled, are</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>implemented.</p> <p>4.5. Documented procedures are implemented to ensure the whole HACCP system is regularly audited and verified as working effectively.</p> <p>4.6. All documents and records required for the system are available, up-to-date and in use.</p>
<p>5. Audit, verify and validate the system</p>	<p>5.1. HACCP plans are routinely revised, verified and validated to reassess hazards, CCPs, critical limits, microbiological and other testing methods and all related procedures of the HACCP system to ensure they are still appropriate to the plant's operations and products.</p> <p>5.2. Follow up on audit findings is taken and recorded.</p> <p>5.3. HACCP system is reviewed to take account of any process or product changes.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- conduct monitoring of a CCP
- use communications technology such as computers, as relevant to the task
- develop and implement changes in a HACCP-based QA system
- identify and apply relevant *OH&S, regulatory* and *workplace requirements*
- record and analyse monitoring and verification data
- use relevant *communication* skills
- validate CCPs and critical limits

Required knowledge

Knowledge of:

- objectives of a HACCP-based QA system
- process for validating critical limits and CCPs
- role of pre-requisite programs and Good Manufacturing Processes (GMPs) in a HACCP-based program

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• process of auditing and verifying a HACCP-based QA system• steps in the development of a HACCP-based QA system• steps in the systematic introduction of a HACCP-based QA system• documentation required to support a HACCP-based QA system |
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Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated in the workplace utilising an existing approved HACCP plan.

Context of and specific resources for assessment

Assessment must involve working with actual realistic data and in the context of a HACCP plan that meets regulatory requirements.

Method of assessment

Recommended methods of assessment are:

- assignment
- debrief
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration of competency for the assessor
- workplace project
- workplace referee or third party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Product</i> may include:	<ul style="list-style-type: none"> • carcase • carton meat • offal • pet meat • rendered product.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm coverings • protective head and hair coverings • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards, codes of practice etc.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • importing country requirements • relevant Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Workplace requirements</i> will include:	<ul style="list-style-type: none"> • approved arrangements • enterprise-specific requirements • OH&S requirements • QA requirements • SOPs • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR414A Establish sampling program

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to establish a sampling program in a meat processing plant.
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Application of the Unit

Application of the unit	<p>This unit is applicable to Quality Assurance (QA) personnel and regulatory officers required to:</p> <ul style="list-style-type: none"> • establish a sampling plan for testing or monitoring meat and meat products • prepare aseptic samples for testing • report on testing results.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish and implement a valid <i>sampling plan</i>	1.1. Sampling tables from AS 1199.1-2003 and AS 1199.0-2003 are recognised and used. 1.2. Items and purpose of sampling are determined. 1.3. Acceptable quality levels are determined in accordance with relevant Australian Standards. 1.4. Sampling plans are determined. 1.5. <i>Sampling</i> is conducted according to <i>workplace requirements</i> . 1.6. Test results are recorded and monitored. 1.7. Test results are interpreted and <i>reported</i> to relevant personnel.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • establish a sampling plan according to relevant Australian Standards • demonstrate aseptic sampling techniques (for micro-sample or swabs) • apply <i>mathematical</i> skills to a level required to undertake accurate sampling • work effectively as an individual and as part of a team • identify and apply relevant <i>Occupational Health and Safety (OH&S)</i>, <i>regulatory</i> and workplace requirements • record sampling information accurately to meet workplace and regulatory requirements • report test results promptly to relevant personnel • take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology • use relevant <i>communication skills</i> • utilise available workplace technology to establish, record and monitor sampling program data
Required knowledge
Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- routine tests performed on meat or meat products in the plant
- preparation and analysis of specimens or samples
- requirements of relevant Australian Standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency has to be demonstrated using the current Australian Standard and implementing an approved workplace procedure.

Context of and specific resources for assessment

Assessment must involve a demonstration of skills at a meat processing plant or related work situation.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Sampling plans</i> may include:	<ul style="list-style-type: none"> • a range of sampling points • a range of tests and procedures • different products or materials • test methods or procedures which may be developed to meet enterprise and/or regulatory or certification requirements.
<i>Sampling</i> may include:	<ul style="list-style-type: none"> • selecting carcasses to visually inspect • selecting carcasses, meat or food contact surfaces to take micro-swabs • selecting cartons to visually inspect.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions. • enterprise recording systems may be electronic or manual.
<i>Reports</i> may:	<ul style="list-style-type: none"> • be presented orally or in writing in standard formats

RANGE STATEMENT	
	<ul style="list-style-type: none"> • be recorded and stored electronically or manually • contain complex information from several sources • include mathematical information • include technical, mathematical and workplace language.
<i>Mathematical</i> information and operations may relate to:	<ul style="list-style-type: none"> • deviations, norms, variations, acceptable limits and tolerances • digital or analogue controls, dials, measures • frequency • test results and readings, monitoring data.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat

RANGE STATEMENT	
	processing.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR5601C Design and manage the food safety system

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to design and manage food safety programs for a meat industry enterprise including meat processing, smallgoods, retail and food services operations. The unit also covers skills and knowledge for working with customers and consumers on food safety issues.
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Application of the Unit

Application of the unit	<p>This unit is appropriate for all managers in a food safety and/or Quality Assurance (QA) role, and for those working in production roles with responsibility for food safety and QA within their job role.</p> <p>Food safety is a critical element of product quality and is a priority for all sectors of the meat processing industry. Food safety is also a community issue and public perceptions of the safety of meat and meat products impact on the viability of meat processing enterprises.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish enterprise meat or food safety system requirements	<p>1.1. Goals, scope and requirements of <i>food safety system</i> are determined, consistent with customer, enterprise and <i>regulatory requirements</i>.</p> <p>1.2. Alternative food safety systems are evaluated against enterprise requirements and preferred system is identified.</p> <p>1.3. Development of the food safety system is carefully planned, using team and consultative approaches.</p> <p>1.4. Resource requirements, including staff training requirements, for effective systems operation and maintenance are identified and obtained.</p>
2. Develop food safety systems	<p>2.1. Food safety responsibilities, obligations and roles are identified and clearly explained to <i>stakeholders</i>.</p> <p>2.2. Processes covered by the food safety system are identified and described.</p> <p>2.3. Food safety hazards are identified for all processes within the scope of the food safety system.</p> <p>2.4. Hazard control measures are identified, developed and validated.</p> <p>2.5. Procedures for <i>preventative action</i> are developed.</p>
3. Establish monitoring procedures and corrective actions	<p>3.1. Monitoring procedures are developed and <i>monitoring</i> information is used to inform <i>corrective actions</i>.</p> <p>3.2. Corrective actions are developed and implemented to effectively control hazards.</p> <p>3.3. Recording and <i>documentation</i> procedures are developed, maintained and secured.</p> <p>3.4. <i>Strategies to support the workforce</i> in the routine and consistent application of food safety systems are developed, resourced and implemented.</p>
4. Evaluate food safety system	<p>4.1. <i>Audit procedures</i> are established and audits monitored.</p> <p>4.2. <i>Verification procedures and schedules</i> are established and verification information is used in the review of the food safety system.</p> <p>4.3. Food safety system is reviewed and updated for changes in Australian Standards, <i>technical information</i> (including verification data) and process information according to established procedures.</p>

ELEMENT	PERFORMANCE CRITERIA
	4.4. Food safety systems are prepared for external review and approval by relevant authorities. 4.5. Performance information is used to measure performance against policies and goals.
5. Communicate food safety outcomes	5.1. Interactions with the public, regulatory authorities and agencies are conducted in a positive, cooperative and open manner. 5.2. Food safety incidents and non-compliances are reported promptly to relevant authorities. 5.3. Customer and consumer feedback is gathered, analysed and included in review of the food safety system. 5.4. Food safety system outcomes are documented to promote public confidence in enterprise products and services.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- analyse performance information to determine progress and areas for review or improvement
- consult with stakeholders to determine the scope of the *food safety systems, procedures and controls* and identify food handling practices, processing techniques and support programs in use
- demonstrate detailed knowledge of Hazard Analysis Critical Control Point HACCP principles and techniques and where appropriate to the enterprise, Good Manufacturing Practices (GMP)
- demonstrate detailed knowledge of *validation* and verification (including audit) purposes and processes
- demonstrate substantial product and process knowledge and the microbiological, physical and chemical impacts on the safety of enterprise meat and meat products in the identification of hazards and the assessment and control of food safety risks
- determine measures for correcting processes or outcomes outside acceptable limits or support program requirements including procedure to be followed, when corrective action must be implemented, the person responsible for taking corrective

REQUIRED SKILLS AND KNOWLEDGE

- action and the information to be recorded
- develop and validate control measures using objective data, industry guidelines and codes of practice
 - develop performance standards and criteria for the food safety system
 - develop strategies to support the workforce in the implementation of the food safety system
 - establish internal audit processes and schedules, including developing and leading the audit team
 - establish procedures to monitor, review and secure record-keeping systems consistent with regulatory requirements
 - establish verification procedures and schedules and identify action required if the outcomes of verification indicate that the program requirements have not been met or that the original program was inadequate
 - establish, monitor and continuously improve food safety support systems consistent with regulatory requirements
 - evaluate alternative food and/or meat safety systems for suitability for enterprise goals and directions, enterprise operations, enterprise product, cost and customer and regulatory requirements
 - identify and apply relevant *Occupational Health and Safety (OH&S)*, regulatory and *workplace requirements*
 - identify *monitoring requirements* and develop monitoring procedures *for food safety hazards* identified in the enterprise
 - identify workforce training needs and negotiate and schedule training to support system requirements and operation
 - liaise with suppliers to establish and monitor enterprise food safety and quality requirements for products and processes
 - maintain currency of knowledge through independent research or professional development
 - monitor *public health requirements* and concerns and prepare reports for the enterprise, public health authorities, customers and consumers on progress and outcomes of the food safety system.
 - monitor the implementation of preventative action measures, controls and actions to correct non-compliance or non-conformances
 - prepare accurate reports for senior management detailing compliance breaches/incidents, actions and outcomes and the implications for the enterprise
 - prepare action plans for the development and review of the food safety system, which include timelines, the establishment, leading and support of the HACCP team
 - prepare and present food safety system information, procedures, documentation and reports in languages, formats and styles appropriate for the audience and purpose
 - prepare *communication* strategies to inform internal and external stakeholders of progress and outcomes of the food safety system

REQUIRED SKILLS AND KNOWLEDGE

- prepare HACCP plans and support documentation including hazard analysis charts and tables, manuals, data analysis reports, corrective action reports and verifications reports, Standard Operating Procedures (SOPs) and work instructions where appropriate for the enterprise system
- provide feedback to the workforce or team on food safety performance
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology.
- use appropriate communication skills and strategies for informing and confirming the roles, responsibilities and obligations of all participants in the operation of the enterprise
- use available technology and *data management systems* to gather, record, manipulate, interpret and report food safety data and information

Required knowledge

Knowledge of:

- enterprise's ethical standards and the implications for the food safety system
- roles, responsibilities and obligations of the enterprise and individuals in the food safety system
- regulatory requirements for food safety, including HACCP-based programs, support programs, record-keeping, verification and internal/external audits, and explain the implications for enterprise operations
- scope, auditor role and responsibility, and scheduling requirements for internal and external audit process
- legal responsibilities for reporting audit findings, including breaches and non-compliances to enforcement agencies, and for conflicts of interest, confidentiality, rights of appeal and giving evidence in court

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation such as: <ul style="list-style-type: none"> • workplace policies and procedures • manufacturer instructions and operations manuals • regulatory requirements • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace projects which focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Food safety systems:</i>	<ul style="list-style-type: none"> are written documents required by legislation which specify how businesses will control all food safety hazards that are reasonably expected to occur within a food enterprise may be developed by personnel within the enterprise or by external consultants may be developed within an enterprise's QA system or as a discrete program must provide for the systematic monitoring of controls and actions to correct hazards not under control (records demonstrating action in relation to or in compliance with the food safety program must be kept) may be for export or domestic processing, smallgoods manufacturing, wholesaling, cold stores or retail enterprises may be ISO-based or non ISO-based.

RANGE STATEMENT	
Regulatory requirements may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • Australian Standards • relevant regulations • state and territory regulations regarding meat processing • taxation.
Stakeholders may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders, financiers • competitors • management and employees • regulatory authorities • suppliers, customers, consumers • unions and employer associations.
Preventative action may involve:	<ul style="list-style-type: none"> • revision of materials, processes and/or food handling procedures • revision of workplace practices and documentation such as specifications, SOPs, approved supplier programs, and work instructions.
Product/process monitoring may be:	<ul style="list-style-type: none"> • microbiological or chemical testing • online testing • sensory.
A corrective action plan identifies:	<ul style="list-style-type: none"> • non-conformance • corrective actions • date by which action must be taken • other follow up requirements.
Food safety documentation includes:	<ul style="list-style-type: none"> • amendment registers • Critical Control Point (CCP) monitoring forms and additional monitoring requirements • CCP work instructions • factory/shop floor plan

RANGE STATEMENT	
	<ul style="list-style-type: none"> • HACCP audit table • HACCP team register • hazard analysis table • process flow charts • product description or use • supporting programs and schedules relating to hygiene, cleaning and sanitation procedures, work instructions, approved chemicals, calibration, pest control, training, product identification and recall.
Technical information includes:	<ul style="list-style-type: none"> • conditions for bacterial food poisoning, including: <ul style="list-style-type: none"> • product composition • temperature • time • aw • pH.
Strategies to support the workforce in the implementation of the food safety system may include:	<ul style="list-style-type: none"> • clear signage • coaching and mentoring • development and presentation of procedures in plain language and visuals • implementation of problem-solving by work teams to develop and monitor food safety procedures • initial and refresher structured training programs • provision of appropriate work areas and equipment.
Food safety systems, procedures and controls apply to:	<ul style="list-style-type: none"> • display, packaging and sale of food, including meat and meat products • equipment design, use and maintenance • handling and disposal of condemned or recalled food, including meat, products • location, construction and servicing of meat premises • processing, further processing and preparation of food including meat and meat products • receipt, storage and transportation of food including meat and meat products.
Validation is:	<ul style="list-style-type: none"> • the identification, collection and analysis of objective information to confirm that

RANGE STATEMENT	
	operations (e.g. equipment, processes, procedures) are able to provide the required food safety outcomes.
<i>Audit procedures</i> include:	<ul style="list-style-type: none"> • planning • establishing controls • developing the team • conducting entry and exit meetings • controlling caucus meetings • issuing corrective action requests • preparing reports • giving feedback and input into the improvement of the system.
<i>Verification procedures and schedules</i> may be defined in:	<ul style="list-style-type: none"> • legislation relevant to the sector (verification applies to all aspects of the food safety program including documentation, auditing and support programs).
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans

RANGE STATEMENT	
	<ul style="list-style-type: none"> • SOPs • work instructions.
<i>Monitoring requirements for food safety hazards</i> include:	<ul style="list-style-type: none"> • a description of the method or procedure to be followed • the frequency and timing • the information to be recorded (procedures to be followed would typically be specified in the form of a SOP or work instruction) • the person responsible.
<i>Public health requirements</i> include the impacts of pathogenic bacteria such as:	<ul style="list-style-type: none"> • Clostridium etc • E.coli • Listeria • Salmonella • Yersinia.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be spoken, written, non-verbal and include the use of signs, signals, symbols and pictures • be with colleagues, team members, superiors, customers, clients, external parties from a range of cultural, social and ethnic backgrounds • involve reading and interpreting workplace documents • require the use of negotiation, persuasion and assertiveness skills.
<i>Data management systems</i> may be manual or computerised, cover data collection, data monitoring and data analysis and interpretation and include:	<ul style="list-style-type: none"> • calculators • charting and graphing materials • computer software packages including spreadsheets, statistical analysis packages • computerised equipment • inspection regimes • manual measuring equipment (e.g. thermometers, pressure gauges, scales) • monitoring sheets and records • product quality and safety.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR5604C Manage new product/process development

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cost, develop, evaluate and manage the commercial production of new products or processes. The development of new products and processes can provide the business with a competitive edge and lead to new markets.
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Application of the Unit

Application of the unit	This unit applies to senior staff in a meat industry enterprise who have responsibility for the research, development, evaluation and implementation of new products or processes.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify potential for <i>new product or process development</i>	1.1. Internal and external environments including legislative framework, industry directions, enterprise goals and consumer trends are analysed to identify emerging opportunities. 1.2. Enterprise goals for the development of new product or process are clearly described. 1.3. Potential products or processes are identified and evaluated, consistent with the goals and directions of the enterprise. 1.4. Enterprise estimates and forecasts of required production levels, costs, sales and required rate of return are obtained. 1.5. Regulatory requirements for the development and sale of new product or process are identified.
2. Develop and <i>test</i> product or process	2.1. Schedules and plans for the development and trial of new product are prepared. 2.2. Sources of technical expertise and information are identified. 2.3. Product or process concept is researched and refined. 2.4. Prototype is developed and evaluated for impact on meat quality and food safety. 2.5. Specifications for new product or process are refined and confirmed.
3. Evaluate feasibility of product or process for the enterprise	3.1. Bench top samples of new products are prepared. 3.2. Trials and tests of product or processes are coordinated, monitored and evaluated for commercial operation. 3.3. Customer and consumer feedback is gathered and analysed. 3.4. Enterprise capacity to support new product or process is assessed and system strengths and weaknesses are identified. 3.5. Resource analyses and proposals for the introduction of new product or process are prepared. 3.6. New product is costed for commercial implementation and evaluated against enterprise forecasts of production, costs, sales and rate of return. 3.7. Risks are identified, measured and analysed. 3.8. Recommendations including risk management

ELEMENT	PERFORMANCE CRITERIA
	strategies are prepared and presented to stakeholders.
4. Scale up operations for commercial implementation	<p>4.1. Resources for commercial operation are obtained and scheduled.</p> <p>4.2. Action plans for the scale up to commercial operations are prepared, in consultation with enterprise personnel.</p> <p>4.3. Communication and consultation strategies to inform stakeholders of progress and gain commitment to the process are prepared and implemented.</p> <p>4.4. Food safety requirements of new product or process are identified and included in food safety system and plans.</p> <p>4.5. Monitoring and control systems are developed and implemented.</p> <p>4.6. Contingency plans are prepared.</p> <p>4.7. Personnel are trained in new product or processes, systems and procedures.</p> <p>4.8. Product or process is commissioned with minimum disruption to other operations.</p>
5. Evaluate market impact of new product	<p>5.1. Product information and samples are prepared for marketing and promotion.</p> <p>5.2. Targets for new product or process are determined in consultation with relevant personnel, within enterprise goals and operations.</p> <p>5.3. Product or process performance is measured against targets.</p> <p>5.4. <i>Causes of non-achievement of targets</i> are analysed and recommendations for improvement prepared.</p> <p>5.5. Customer or consumer feedback is gathered, analysed and included in recommendations for improvement.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- analyse product or process performance against enterprise targets. This includes identifying company goals, setting targets, collecting and analysing performance data including customer feedback
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a team member
- describe and comply with the legal, ethical and *regulatory requirements* relating to the development, testing and trialling, packaging, labelling and distribution of meat and meat products
- develop commitment and capacity of personnel. This requires identification of training requirements and provision of training, consultation with personnel in planning and in the resolution of problems, teamwork, and the use of effective communication strategies with all stakeholders
- develop concept proposals based on detailed technical and product knowledge and an evaluation of alternative products or processes
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- outline sampling, testing and evaluation procedures and assess their appropriateness to the development of new product
- plan and implement the commercial operation of the new product or process, including obtaining and scheduling resources, the development of Standard Operating Procedures (SOPs), work instructions, product specifications and their integration with plant systems
- prepare product descriptions for a range of audiences (e.g. regulatory authorities, importing countries, enterprise marketing and/or sales personnel, customers and consumers)
- prepare product or process development strategy
- prepare resource proposals based on the calculation and estimation of costs, sales, payback periods and potential rates of return
- present reports according to legal and enterprise requirements
- research and describe current technical and product information relating to potential new product (e.g. processing and manufacturing techniques, functional ingredients, *additives*, and consumer and industry trends)
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- utilise a range of communication and information technologies for the development, testing, monitoring and analysis of new products

Required knowledge

Knowledge of:

- impact of pre and post slaughter factors and the major physical, chemical, biochemical and microbiological characteristics and changes affecting the quality

REQUIRED SKILLS AND KNOWLEDGE

of meat and meat products

- | |
|---|
| <ul style="list-style-type: none">• nutritional qualities of meat and meat products |
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Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a real work environment
- relevant documentation such as:
 - workplace policies and procedures
 - manufacturer instructions and operations manuals
 - regulatory requirements
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and application of principles and theory to workplace operations

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace projects which focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>New product or process developments</i> may include:</p>	<ul style="list-style-type: none"> development of products or processes totally new to the market introduction of products or processes already in the market and used by competitors product or process extensions (e.g. pack sizes, mild and hot salamis, restructured meat products) product or process improvements including convenience (e.g. easy carve), eating quality (e.g. taste) and extended shelf life.
<p><i>Internal and external environments</i> and information may include:</p>	<ul style="list-style-type: none"> changes in legislation (e.g. export, environment, food safety) competitors' practices enterprise goals and requirements for by-product utilisation, increased market share, diversification

RANGE STATEMENT	
	<ul style="list-style-type: none"> • market research and consumer feedback • technical advances.
Trials and <i>tests</i> of products or processes:	<ul style="list-style-type: none"> • are conducted within the framework of enterprise and industry ethical and legal standards • may include: <ul style="list-style-type: none"> • chemical, microbiological, nutritional, physical, organoleptic or other sensory evaluations and tests • customer or consumer evaluations • instrumental and non-instrumental tests.
<i>Costs of commercial implementation</i> operation may include:	<ul style="list-style-type: none"> • determining enterprise current and future capacity against projections • interpreting and analysing the results of product or process tests and trials • pre-production costs (e.g. capital), production costs and post production costs including marketing and distribution • resource requirements.
<i>Causes of non-achievement of targets</i> may include:	<ul style="list-style-type: none"> • ingredient availability • packaging • palatability and quality • price point • production costs and levels • unit size.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be formal or informal and involve personal face-to-face methods and technological and/or electronic methods • involve communication and information technology that may include telephone, email, internet, software including testing and analysis programs, scheduling, financial packages, data bases etc • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve strategies that are inclusive of the cultural, ethnic and social diversity of individuals and groups • involve the use of negotiation, persuasion and assertiveness skills

RANGE STATEMENT	
	<ul style="list-style-type: none"> • occur in a variety of sensitive, conflictive, collaborative and supportive environments • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats • require the establishment of appropriate industry and information networks.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • complex actual and hypothetical technical and financial modelling, calculations and interpretation and analysis • mathematical information, such as: <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • hygiene and sanitation requirements • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade

RANGE STATEMENT	
include:	practices <ul style="list-style-type: none"> • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant Australian Standards • relevant regulations • state and territory regulations regarding meat processing • taxation.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.
<i>Additives</i> may include:	<ul style="list-style-type: none"> • alginates and calcium technology • binding agents • protein additives (meat and non meat).

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPSR601A Benchmark to manage/improve enterprise performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to conduct benchmarking exercises through the identification of appropriate benchmarks and to use them to focus enterprise operations and improve performance. In the meat industry benchmarking is a tool for informing, measuring and developing an enterprise's performance.
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Application of the Unit

Application of the unit	<p>This unit is suitable for all managers working in a meat industry context and supports them in their responsibility for measuring, evaluating and improving enterprise performance. This unit has applicability for engineers, refrigeration/chiller managers, production and operations managers, Occupational Health and Safety (OH&S), environment, quality, Human Resources (HR), finance, livestock, logistics managers.</p> <p>At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify the need for <i>benchmarking</i>	<p>1.1. Benchmarking is identified in enterprise planning processes as a tool for achieving strategic goals.</p> <p>1.2. Customer requirements, perceptions and satisfaction data are analysed to identify the need for improvement.</p> <p>1.3. Competitor's products or processes are analysed to identify the need for improvement.</p> <p>1.4. Company processes are analysed to determine whether potential <i>improvements to efficiency</i> might be possible.</p> <p>1.5. <i>Regulatory requirements</i> are analysed to identify the need for improvement.</p>
2. Prepare for benchmarking	<p>2.1. Scope and parameters of the benchmarking exercise are determined according to enterprise priorities and plans.</p> <p>2.2. Benchmarking resource requirements are estimated and included in budgets and operational plans.</p> <p>2.3. <i>Benchmarking strategy</i> is planned around realistic time frames and enterprise planning cycles.</p> <p>2.4. <i>Communication</i> and <i>mathematical requirements</i> are identified and planned.</p> <p>2.5. Goals of benchmarking are developed in consultation with <i>stakeholders</i>.</p> <p>2.6. <i>Benchmarking teams</i> are selected according to agreed criteria.</p> <p>2.7. Team roles and responsibilities are confirmed and supported with training.</p> <p>2.8. Benchmarking activities are scheduled and documented following consultation with stakeholders.</p> <p>2.9. Criteria are established for internal and external benchmarking and agreed upon by benchmarking team.</p> <p>2.10. Internal and/or external <i>benchmarking partners</i> or sources are identified, according to the scope, parameters and goals of the benchmarking exercise.</p> <p>2.11. Cooperative and open relationships are built with benchmark partners.</p>
3. Undertake	3.1. Logistical requirements and impacts of the

ELEMENT	PERFORMANCE CRITERIA
benchmarking activity	<p>benchmarking exercise are identified and negotiated with stakeholders.</p> <p>3.2. Statistical analysis frameworks and measurement frameworks are developed.</p> <p>3.3. Problem-solving processes are developed and agreed.</p> <p>3.4. Own enterprise or department functions, processes and operations are analysed and documented according to agreed criteria.</p> <p>3.5. Benchmarking partner's functions, processes, operations and performance outcomes are analysed and documented.</p> <p>3.6. Comparisons of performance are made to identify compatibility of measurement data, commonalities, trends, differences and gaps.</p> <p>3.7. Comparisons or benchmarking reports are communicated to benchmarking partners according to agreement.</p> <p>3.8. Change strategies are developed from analysis and evaluation of divergences and gaps.</p>
4. Capitalise on benchmarking outcomes	<p>4.1. Opportunities for using benchmarking and <i>benchmarking data</i> in continuous improvement processes are identified.</p> <p>4.2. Customer consultation and feedback is built into continuous improvement processes.</p> <p>4.3. Enterprise personnel are supported through the change process.</p> <p>4.4. Improvements resulting from the benchmarking processes are measured and reported to stakeholders.</p> <p>4.5. Benchmarking information is utilised to develop the enterprise's competitive advantage and market profile.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- determine criteria for the identification of appropriate benchmarking partners and maintaining positive partner relationships, consistent with enterprise goals and directions
- access industry and enterprise benchmarking data
- analyse and interpret a range of complex qualitative and quantitative data relating to enterprise operations and benchmarking activities
- apply relevant communication and mathematical skills
- identify enterprise goals and directions and explain the role benchmarking can have in achieving enterprise goals
- develop and maintain positive relationships with benchmarking partners
- work effectively as an individual and as a member of a team
- use effective communication, negotiation and leadership skills in a range of benchmarking interactions (e.g. with benchmarking teams, benchmarking partners and internal stakeholders dealing with change)
- use problem-solving skills in a range of situations
- utilise information and communications technology including performance management, project management, statistical and modelling software
- prepare a strategy for gathering and analysing customer feedback
- develop a financial model for measuring Return On Investment (ROI) for benchmarking processes
- develop and implement a communication and marketing strategy to inform stakeholders (including senior management, personnel at all levels of the organisation and customers) of benchmark goals, progress and outcomes
- prepare benchmarking action plans that specify resource requirements, methodologies, milestones, communication strategies and timelines, and include mechanisms for linking with enterprise planning cycles and continuous improvement strategies
- develop and implement strategies for the resolution of logistic, resource, cultural, ethical and political issues raised during the benchmarking process, including scheduling team release and involvement, supporting individuals through change, managing group dynamics, confidentiality and commercially sensitive information, dealing with diversity
- develop performance indicators for the enterprise, function, department or process being benchmarked
- implement the findings of benchmarking exercise including interpreting benchmarking results, identifying areas for improvements, building findings into targets and planning, identifying possible indicators of enterprise and/or department competitive edge and preparing a market profile
- plan quantitative and qualitative data management strategies (e.g. collection, collation, analysis, presentation and reporting)
- prepare memorandums of understanding or contracts for benchmarking partners, as appropriate

REQUIRED SKILLS AND KNOWLEDGE

- present reports according to legal and enterprise requirements
- take action to improve own work performance as a result of feedback from others, self-evaluation, or in response to changed work practices and technologies

Required knowledge

Knowledge of:

- the role of performance indicators in benchmarking
- the difference between performance and process benchmarking
- relevant OH&S, workplace and regulatory requirements
- the critical factors required for successful and effective benchmarking processes and outcomes, and the implications for enterprise benchmarking activities

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p> <p>Effective management and/or facilitation of a benchmarking process, including related improvement activities, must be demonstrated.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • access to appropriate information sources including industry standards and research data, similar businesses and industries • enterprise system information • workplace environment with typical operation and production conditions.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • assignment focusing on understanding and application of principles and theory to workplace operations • simulation • workplace or industry projects with a focus on company/industry environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Benchmarking</i> may be undertaken:	<ul style="list-style-type: none"> • between companies, including competitors • between departments or sections: <ul style="list-style-type: none"> • boning, slaughter, rendering, stockyards, sales • curing, corning, smokehouse, rasher room • for functional areas (e.g. human resources, finances, production, marketing and sales) • between sites • between the company and industry • internally, externally or across industries.
<i>Improvements to efficiency</i> might	<ul style="list-style-type: none"> • reductions in labour

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • reductions in resource costs.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices, Intellectual Property (IP) • consumer law • corporate law, including registration, licensing, financial reporting • environmental impact, sustainability and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • industrial awards, agreements • relevant regulations • risk management • state and territory regulations regarding meat processing • taxation.
<i>Benchmarking strategies</i> may include:	<ul style="list-style-type: none"> • audit of internal systems or processes • analysis of partner's systems or processes • benchmarking outside the immediate industry (e.g. benchmarking against freight and logistics enterprises) • competitive or lean manufacturing • benchmarking cross the value chain • Total Quality Management (TQM) • Six Sigma.
<i>Communication</i> may	<ul style="list-style-type: none"> • be formal or informal and involve face-to-face and technological/electronic methods • be inclusive of the cultural, ethnic and social diversity of individuals and groups • involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data • involve reading and interpreting workplace documentation • occur in a variety of sensitive, conflictive, collaborative and supportive environments • require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or

RANGE STATEMENT	
	<p>complex formats</p> <ul style="list-style-type: none"> • require persuasion, negotiation and assertiveness skills.
<i>Mathematical requirements</i> may:	<ul style="list-style-type: none"> • be complex and relate to product and product quality, financial operations, personnel, operations, sales and turnover and exports • involve the use of information and communications technology and services, online and offline data bases, information management and storage systems and e-commerce • relate to complex actual and hypothetical, technical and financial modelling, calculations, interpretation or analysis • involve statistical analysis of enterprise and industry data.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • company owners, directors, shareholders, financiers • competitors • management and employees • suppliers, customers, consumers • unions and employer associations • meat industry and industry organisations • government organisations.
<i>Benchmarking teams</i> may include:	<ul style="list-style-type: none"> • lead team • preparation team • visit team • improvement team.
<i>Benchmarking partners</i> and benchmarks may be:	<ul style="list-style-type: none"> • competitors • generic or cross industry • industry and industry data owners • internal.
<i>Benchmarking data</i> may include:	<ul style="list-style-type: none"> • input, output (process output) information • performance indicators • qualitative data, formal and informal feedback, reports, interviews • industry data • quantitative data, statistics, surveys.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR602A Monitor and manage organisational legal responsibilities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor and manage the enterprise's legal responsibilities and risks in the operation of the business and the provision of goods and services. It includes working with enterprise personnel and monitoring and reviewing systems to achieve compliance and minimise risk.
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Application of the Unit

Application of the unit	This unit is appropriate for all managers with responsibility for production, Occupational Health and Safety (OH&S), human resources, environmental or financial management systems and procurement, sales and marketing functions, in all sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather <i>legal information required for business compliance</i>	1.1. Relevant legal information is gathered and analysed from appropriate <i>sources</i> . 1.2. Expert advice is sought, analysed and evaluated. 1.3. Employer and employee obligations and responsibilities are clearly explained to management.
2. Identify legal risks	2.1. Workplace policies, systems, controls and practices are evaluated according to enterprise and <i>legal requirements</i> . 2.2. Workplace policies, procedures and systems are analysed for compliance with contract and legal requirements. 2.3. Key risk areas are identified. 2.4. Level of risk is analysed.
3. Ensure enterprise compliance with legal requirements	3.1. Current strategies for compliance with legal requirements are analysed. 3.2. Feedback on compliance record is provided to <i>stakeholders</i> . 3.3. Strategies to ensure compliance with legal requirements and reduce risk are developed, communicated and implemented. 3.4. Currency of legal information is maintained.
4. Report enterprise compliance	4.1. Records relating to systems, training, communication and non-compliance with legal requirements are maintained and secured. 4.2. Compliance reports are prepared for internal personnel and <i>external authorities</i> as required. 4.3. Non-compliance incidents are recorded and reported to relevant internal personnel and external authorities in a timely manner. 4.4. Compliance reports and enterprise representations are prepared for external authorities.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

Ability to:

- analyse and update legal information through independent research and/or professional development
- read, analyse and interpret complex legal information
- access relevant mathematical information
- interpret monitoring data and prepare compliance reports
- apply legal concepts including duty of care, to the development and implementation of enterprise operations and systems
- apply teamwork strategies to foster stakeholder commitment and compliance with legal requirements
- communicate legal information and requirements to all stakeholders, in a language and style suitable for the purpose and audience
- determine the enterprise's level of legal and statutory compliance
- interact and communicate with external authorities in a professional and open manner
- promptly report non-compliance to relevant external authorities and enterprise personnel
- determine corrective actions appropriate for the circumstances
- present reports according to legal and enterprise requirements
- use assertive, persuasion and negotiation skills as required
- determine the responsibilities and liabilities of managers, directors, owners and employees and the consequences of non-compliance
- maintain and secure records and record keeping systems to meet legal or statutory requirements
- prepare briefing information for specialist legal advisors
- identify enterprise requirements for specialist legal advice
- take action to improve own work practice as a result of self-evaluation, feedback from others' or in response to changed work practices or technology

Required knowledge

Knowledge of:

- relevant OH&S and workplace requirements
- sources of legal information
- legal concepts including social justice, tort, negligence, consumer law, employment law
- relevant environmental requirements
- relevant food safety legal requirements
- relevant trade practices requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Ability to identify, understand and interpret legal information in context for the enterprise's business must be demonstrated.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- real work environment.
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace policies and procedures relevant equipment and materials.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> a third-party referee report of sustained performance at appropriate level of authority and responsibility assignment focusing on understanding and application of principles and theory to workplace operations workplace projects focusing on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>legal information required for business compliance</i> may include:</p>	<ul style="list-style-type: none"> ANZ risk management standards ANZ compliance standards Australian Standards commercial law including fair trading, banking, trade practices, insurance, contracts, patents, copyright, trademarks, sale of goods, procurement rights

RANGE STATEMENT	
	<ul style="list-style-type: none"> • consumer law • corporate law, including registration, licensing, financial reporting, liability, partnerships • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • export regulations • food standards and food safety including industry licensing and registration, processing and transporting of meat for human consumption, food safety and labelling of ingredients • industrial awards, agreements • OH&S regulations and rehabilitation legislation • superannuation • taxation • traineeship requirements.
Sources of legal information include:	<ul style="list-style-type: none"> • courts, including industrial, civil and criminal courts • employer associations and unions • government departments, agencies and statutory bodies • industry associations • enterprise legal advisors • official web sites containing Acts, regulations and food standards.
Legal requirements must include, as a minimum:	<ul style="list-style-type: none"> • consumer • commercial • corporate • industrial awards • employment.
Stakeholders might include	<ul style="list-style-type: none"> • enterprise management • regulatory authorities • industry organisations.
Compliance reports for external authorities might include:	<ul style="list-style-type: none"> • environmental compliance reports • declarations of legal competence

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR603A Manage meat processing systems to maintain and improve product quality

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manage the enterprise quality system and maintain the quality of products. It includes the skills and knowledge to monitor, review, evaluate and improve enterprise operations to ensure delivery of meat and meat products that satisfy customer demands.
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Application of the Unit

Application of the unit	This unit is particularly appropriate for Quality Assurance (QA) personnel, production managers, cold chain coordinators and transport coordinators. Many factors impact on the quality, including eating quality, of meat and meat products, which affect prices and sales.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define meat quality	<p>1.1. Relevant regulatory, scientific, industry and market information defining <i>meat quality</i>, and <i>factors affecting</i> meat quality, is researched and analysed.</p> <p>1.2. Customer and consumer perceptions, expectations and requirements are identified and analysed.</p> <p>1.3. Meat quality is defined and balanced against enterprise requirements for yield, cost and meat safety.</p> <p>1.4. Enterprise meat quality specifications for suppliers or supplied product and end product are prepared.</p> <p>1.5. Performance standards, including specifications, are established and data collection strategies are put in place.</p>
2. Analyse production processes and systems for impact on meat quality	<p>2.1. Meat quality control points along the value chain, including pre- and post-slaughter factors, are identified.</p> <p>2.2. Production processes and systems are analysed against agreed criteria.</p> <p>2.3. Enterprise operations including inputs, processes and technology are analysed and evaluated for impact on meat quality, yield and cost.</p> <p>2.4. Recommendations to improve operations for product quality are prepared and presented.</p> <p>2.5. Alliances with suppliers and customers are identified and established to improve quality at all points in the value chain.</p> <p>2.6. Resource requirements for the achievement of meat quality specifications are identified and allocated.</p>
3. <i>Monitor</i> meat product quality	<p>3.1. Sampling and <i>testing</i> procedures and schedules are prepared, implemented and analysed.</p> <p>3.2. Non-conformances with meat quality requirements are investigated.</p> <p>3.3. Preventative and control measures are developed and implemented.</p>
4. Evaluate meat quality outcomes	<p>4.1. Performance is analysed and assessed against performance standards.</p> <p>4.2. Continuous improvement strategies are developed and strategies for implementation prepared.</p> <p>4.3. Consumer and customer feedback is analysed and acted on within the continuous improvement</p>

ELEMENT	PERFORMANCE CRITERIA
	framework. 4.4. <i>Recommendations for improving operations</i> to maintain and enhance meat or meat product quality are developed and communicated to appropriate personnel
5. Promote enterprise meat quality outcomes	5.1. Meat quality outcomes are reported to <i>stakeholders</i> , including employees, customers and consumers. 5.2. Enterprise meat quality specifications are used to identify enterprise's market edge.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- evaluate current plant, equipment and processes for impact on meat and meat product quality
- assess and monitor the efficiency of improvements to meat and meat product quality
- apply relevant communication and mathematical skills
- monitor operations for meat and meat product quality
- develop performance criteria for meat and meat product quality
- evaluate product quality outcomes through the development of specifications and performance standards, analysis and interpretation of performance information including costs and sales
- improve product input and service quality through the development of alliances, supplier specifications and audit processes, monitoring input quality
- maintain currency of knowledge through independent research or professional development
- prepare and communicate information on meat and meat product quality outcomes to workforce, consumers and customers
- prepare recommendations for improving operations to maintain and enhance meat/meat product quality
- prepare specifications for enterprise product, including specifications for end product where not provided by customer, supplier and supplied product specifications, product description, labelling and claims

REQUIRED SKILLS AND KNOWLEDGE

- research best practice in meat processing, meat manufacturing and meat preparation techniques and technology including computerised, mechanical and manual systems, and the impact on product quality
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology

Required knowledge

Knowledge of:

- Hazard Analysis Critical Control Point (HACCP) principles, systems and food safety requirements for enterprise product.
- nutritional content and value of meat and meat products
- negative physiological changes of meat and their prevention (e.g. Dark, Firm and Dry (DFD) and Pale, Soft, Exudative (PSE))
- impact of species, breed, sex, age (dentition and ossification) and nutrition of livestock on meat and meat product quality
- enterprise requirements for product costs, prices and sales and how this influences enterprise definitions and achievement of product quality
- major physical, chemical/biochemical and microbiological characteristics and changes affecting the quality of meat and meat products
- relevant Occupational Health and Safety (OH&S) and workplace requirements
- optimum testing and sampling regimes to monitor and measure the quality of enterprise product
- meat tenderisation techniques and their suitability for enterprise product and operations, including:
 - advanced technological processes
 - calcium activated tenderisation
 - conditioning, including elevated temperature conditioning
 - electrical stimulation
 - further processing (e.g. cooking and smoking)
 - mechanical tenderisers (e.g. knife tenderisers)
 - product ageing process (e.g. rigor mortis, shear force and post mortem including calcium dependent) proteolysis
 - tenderstretching
- pre and post slaughter factors and their impact on meat and meat product quality
- biological and anatomical structures of major species processed in Australia for human consumption
- local and international meat and meat product description and grading systems operating in the Australian market, such as:
 - AUS-MEAT
 - Japan Beef Grading System
 - Meat Standards Australia (MSA)

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• United States Department of Agriculture (USDA) Grading System• regulatory requirements impacting on enterprise operations and the quality of enterprise product |
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Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer instructions and operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations • case study

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace project or audit with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Criteria for defining <i>meat quality</i> may include:	<ul style="list-style-type: none"> consumer preferences customer specifications eating quality standards (e.g. MSA).
<i>factors affecting meat quality</i> may include:	<ul style="list-style-type: none"> pre and post slaughter: <ul style="list-style-type: none"> breeding, farming and farm handling, including diet and nutrition climate and seasonal variations animal husbandry cooking further processing, refrigeration, packaging, storage and handling livestock characteristics, including anatomy and biochemical characteristics slaughtering and processing operations transportation, handling and lairage

RANGE STATEMENT	
	<ul style="list-style-type: none"> • physical, chemical and microbiological <ul style="list-style-type: none"> • bruising, bone damage and breaks • ecchymosis • hanging, ageing, tender stretching • loss of moisture • pH, myoglobin, glycogen, adrenalin, adenosine triphosphate (ATP), creatine phosphate, oxidation effects on taste, colour and tenderness • proteins, fats and carbohydrates • storage including vacuum packaged, frozen and chilled.
<p>Monitoring processes may include:</p>	<ul style="list-style-type: none"> • analysis of current and potential sales and prices • comparison of costs and prices against estimates • estimation of returns • preparation of resource proposals • establishing and monitoring sampling and testing procedures specific to each product • identifying quality specifications and tolerances • implementing preventative measures and controls • taking corrective action in the case of non-conformances.
<p>Tests of meat and meat products may include testing for:</p>	<ul style="list-style-type: none"> • ascorbate, erythorbate • ash • crude fat, chemical lean • intolerances (e.g. gluten, MSG) • meat content • moisture content • nitrate content • pathogens • pH • Pale, Soft, Exudative (PSE) • Dark, Firm and Dry (DFD) • preservatives (e.g. sulphur dioxide) • salt content

RANGE STATEMENT	
	<ul style="list-style-type: none"> • species • starch • water activity.
<p>Recommendations for improving operations to maintain and enhance meat or meat product quality include:</p>	<ul style="list-style-type: none"> • analysis of alternative configurations of labour and technology • identification and assessment of alternative or new processes • identification of appropriate resources, technology and processes • strategies for ensuring the quality of supplied product • updating of procedures for changes in technical knowledge and information.
<p>Stakeholders may include:</p>	<ul style="list-style-type: none"> • company owners, directors, shareholders, financiers • value chain partners • competitors • management and employees • regulators • suppliers, customers, consumers • unions and employer associations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMPSR604A Manage effective operation of meat enterprise cold chain and refrigeration systems

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to plan and oversee the effective operation of enterprise cold chain and refrigeration systems to ensure product quality and food safety. It also covers ways to manage and reduce the costs of cold chain operations. Cold chain systems and operations are critical to the quality and food safety of enterprise products and their efficient management will help minimise the cost of production and maintain regulatory compliance.
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Application of the Unit

Application of the unit	This unit is applicable to production managers, plant engineers, Quality Assurance (QA), maintenance and chiller managers or coordinators. At this level individuals exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Assess enterprise <i>cold chain system</i> requirements</p>	<p>1.1. Enterprise goals, directions and forecasts are analysed and the implications for cold chain requirements are determined.</p> <p>1.2. Enterprise refrigeration systems, cold chain, technical support team and operations are documented.</p> <p>1.3. Regulatory and customer requirements relating to the operation and maintenance of refrigeration systems are identified.</p> <p>1.4. Enterprise requirements for specialised refrigeration advice and expertise are determined.</p> <p>1.5. <i>Optimum refrigeration requirements</i> to maintain quality and safety of products are determined.</p> <p>1.6. Performance standards and targets including standards related to food safety, cost, quality and waste are established.</p>
<p>2. Manage and control cold chain systems</p>	<p>2.1. Procedures for the hygienic and safe operation and maintenance of refrigeration or cold chain systems are developed according to quality, food safety, manufacturer specifications, and customer and enterprise requirements.</p> <p>2.2. Contingency plans and procedures for systems failure or overload are prepared and conveyed to relevant personnel.</p> <p>2.3. Emergency procedures and plans are prepared and included in health and safety systems, procedures, training and work instructions.</p> <p>2.4. Strategies for communicating and resolving systems problems and failures with <i>stakeholders</i> are prepared.</p>
<p>3. Monitor refrigeration and cold chain system performance</p>	<p>3.1. Performance information requirements and data collection strategies are determined and developed.</p> <p>3.2. Monitoring procedures for the operation of refrigeration or cold chain systems are established and maintained.</p> <p>3.3. Non-conformances are investigated, reported where required, and corrective actions implemented.</p> <p>3.4. Preventative and control procedures are developed and implemented to prevent future non-conformance.</p>
<p>4. Improve refrigeration</p>	<p>4.1. Performance data is analysed and measured against performance standards, including product quality and</p>

ELEMENT	PERFORMANCE CRITERIA
system <i>performance</i>	cost requirements. 4.2. Energy costs of refrigeration systems are calculated and monitored. 4.3. <i>Strategies for improving performance</i> and minimising costs are developed and implemented. 4.4. Refrigeration system requirements are included in budgets and forward planning.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- assess requirements for enterprise refrigeration or cold chain systems based on enterprise goals, directions and forecasts, detailed product knowledge and regulatory requirements
- apply calculation skills and budget principles to refrigeration costs
- apply relevant communication and mathematical skills and processes including, as appropriate:
 - assertiveness, persuasion and negotiation skills
 - face-to-face, technological and electronic methods
 - communicating in sensitive, conflictive, collaborative and supportive environments
 - analysing and presenting complex concepts, technical information, mathematical information and other data in simple or complex formats
 - complex actual and hypothetical technical and financial modelling, calculations, interpretation or analysis
- develop and maintain the operating system
- prepare manuals and procedures for the operation of refrigeration systems, chillers and freezers according to hygiene, safety, quality and customer requirements and determine corrective actions for systems variations and non-conformances
- identify key personnel for the resolution and communication of systems problems and failures
- maintain currency of knowledge through independent research or professional development
- maintain the quality of products in the cold chain by monitoring chillers or freezers

REQUIRED SKILLS AND KNOWLEDGE

and interpreting refrigeration data to maintain appropriate temperature or humidity for product types and quantities

- manage maintenance of enterprise refrigeration systems including the negotiation and preparation of maintenance schedules; monitoring repairs; conformance with regulatory and quality requirements; and replacement requirements
- manage refrigeration costs by monitoring the costs of refrigeration including internal or external service models, maintenance costs, lost time costs, product losses and energy costs, minimising energy costs
- monitor and report system performance including setting performance standards and measures for refrigeration system, consistent with enterprise goals and products, analysing performance information and making recommendations for systems improvement for inclusion in enterprise forward planning
- operate refrigeration or cold chain systems efficiently including identifying and implementing strategies for reducing heat load in enterprise chiller or freezer, minimising energy costs, maximising availability and minimising down time, maintaining temperatures according to quality and food safety requirements
- prepare safety procedures for chillers or refrigeration systems including emergency plans and procedures for incidents and accidents associated with refrigerants (leaks and spills) and procedures for the safe and efficient operation of equipment (e.g. forklifts and lights) in chillers and freezers
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology
- utilise information and communications technology including statistical and modelling software for research, data collection and analysis, and reporting

Required knowledge

Knowledge of:

- refrigeration concepts and terms including:
 - ambient temperature
 - Biot number: ratio of conductive (internal) resistance to heat transfer to the convective (external) resistance
 - half cooling time
 - surface heat transfer
 - thermal properties of meat including conductivity
- strategies for reducing heat loads, such as:
 - air curtains
 - automatic door closers
 - improved insulation to prevent heat filtration through wall
 - no lights, people, machinery inside
 - plastic strips
 - removal of heat load caused by fans

REQUIRED SKILLS AND KNOWLEDGE

- impact of high and/or low humidity on eating quality, production and storage of meat and meat products
- impact of moisture transfer during chilling and freezing on quality, production and storage of meat and meat products
- impact of packaging on chilling and freezing rates of meat and meat product
- concept of heat load and the implications for product quality and energy requirements for refrigeration system
- methods of chilling and freezing meat and meat products including:
 - air (e.g. natural convection, forced convection and spray chilling)
 - air freezing
 - contact freezing
 - cryogenic (e.g. gaseous, solid and liquid - liquid nitrogen and solid carbon dioxide)
 - cryogenic freezing
 - direct contact (e.g. plate freezing and conduction)
 - direct freezing systems
 - liquid immersion (e.g. chilled water or glycol solution)
- impact of chilling or chilling rates and freezing or freezing rates on quality, production and storage of meat and meat products
- qualities of humidity including changes in evaporation, pH levels, saturation humidity, saturation vapour pressure
- thermal properties of meat and meat products and the implications for meat quality
- relevant Occupational Health and Safety (OH&S) and workplace requirements
- relevant food safety requirements and reporting responsibilities
- identify enterprise requirements for refrigeration system including evaluating requirements for specialist personnel and expertise for management and maintenance of refrigeration system; and evaluating different methods of chilling and freezing for cost, efficiency and impact on product quality
- hygiene and sanitation requirements for operation, cleaning and maintenance of cold chain systems
- processes and methods for chilling and freezing meat and meat products and their impact on product quality, food safety and tenderness
- relevant regulatory requirements including food safety regulations and the implications for the management of the enterprise refrigeration or cold chain systems
- OH&S requirements related to the safe handling of refrigerants and safety in controlled atmosphere and confined spaces
- main elements of the compression cycle (compressor, evaporator, condenser, refrigerant) used in refrigeration

Evidence Guide

EVIDENCE GUIDE

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Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a real work environment
- relevant documentation such as:
 - customer specifications
 - manufacturer's instructions and operations manuals
 - QA manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at appropriate level of authority and responsibility
- assignment focusing on understanding and

EVIDENCE GUIDE	
	<p>application of principles and theory to workplace operations</p> <ul style="list-style-type: none"> workplace projects with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Cold chain systems</i> include:	<ul style="list-style-type: none"> chillers freezers other temperature controlled areas. <p>Cold chain may extend from point of slaughter to retail outlet and include transportation.</p>
<i>Optimum requirements</i> for enterprise refrigeration systems may relate to:	<ul style="list-style-type: none"> technical requirements (e.g. heat load transfer and efficiency) for efficient and cost-effective systems, and capacity to meet enterprise production, product and food safety requirements.
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> company owners, directors, shareholders, financiers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • competitors • refrigeration specialists • management and employees • suppliers, customers, consumers • unions and employer associations • regulators.
<i>Performance</i> measures for cold chain systems may relate to	<ul style="list-style-type: none"> • costs • energy consumption • food safety and legal • product quality • customer specifications.
<i>Strategies for improving performance</i> may include assessment of alternative refrigeration strategies such as:	<ul style="list-style-type: none"> • different configurations and types of chillers • repair, upgrade or purchase of new equipment and systems • use of alternative energy sources or alternative refrigeration service models such as: <ul style="list-style-type: none"> • combination of internal and external expertise • external contractors • internal personnel • use of technology.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR606A Assess and purchase livestock

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify, select and purchase livestock according to customer requirements and within enterprise livestock budgets. The selection, purchasing and transport of livestock has implications for the quality of the product and the profitability of the enterprise.
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Application of the Unit

Application of the unit	<p>In a meat industry context, individuals working at this level exercise considerable responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p> <p>Their responsibilities may include management of cost centres or departments operating semi-autonomously within guidelines of the parent enterprise or company (e.g. retail meat departments, boning rooms, food service and meat retail, domestic and export establishments, medium and large enterprises and small business employing fewer than 100 workers).</p> <p>This unit is of particular interest to livestock buyers but may also have relevance for production and finance personnel.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify livestock markets	1.1. Livestock markets and methods are identified and selected to meet enterprise requirements. 1.2. Risks associated with the purchase of inappropriate livestock are analysed and risk management strategies identified. 1.3. Regulatory requirements relating to the sale and purchase of livestock are identified. 1.4. Networks and alliances to ensure access to markets are established, and market intelligence is gained, according to legal and enterprise ethical requirements.
2. <i>Select</i> livestock	2.1. Enterprise specifications and requirements for livestock are confirmed, including Quality Assurance (QA) arrangements for and with producers. 2.2. Livestock inspection procedures are conducted according to Occupational Health and Safety (OH&S) and animal welfare requirements. 2.3. Livestock are selected according to enterprise and customer specifications.
3. <i>Purchase</i> livestock	3.1. Market conditions are analysed and trends in livestock quality and prices are monitored. 3.2. Terms of sale are negotiated according to enterprise requirements. 3.3. Livestock budget is monitored and corrective action is taken to address variations. 3.4. Documentation relating to purchase or sale is completed.
4. Transport livestock	4.1. Transport of livestock is negotiated according to enterprise and animal welfare requirements. 4.2. Transport of livestock is negotiated according to enterprise production schedules and requirements.
5. Evaluate livestock purchases	5.1. Quality of livestock is monitored against customer specifications and enterprise requirements. 5.2. Strategies for improving quality of purchases are recommended and implemented.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *mathematical skills*
- assess livestock against enterprise specifications and determine fitness for purpose (suitability for customer requirements and ability to meet customer specifications), including the identification of species and breeds in stockyards or paddocks and calculating dressed carcass weight to determine yield and product price
- communicate effectively with producers to provide feedback on enterprise requirements including the presentation of livestock
- complete purchase documents accurately
- develop open and constructive relationships with key **livestock sales and transport personnel**
- estimate expected yield from species and breeds
- evaluate industry methods for purchasing livestock and determine methods suitable for the enterprise
- gather and interpret processing and sales data, including customer feedback to analyse quality of livestock purchased
- identify and apply relevant OH&S and *workplace requirements*
- identify potential alliances, *key stakeholder* networks and *information sources* to facilitate enterprise access to required livestock and livestock markets
- interpret the implications of enterprise forecasts of orders and sales for the purchase of livestock
- manage livestock budget including analysis of livestock market trends and enterprise purchase history to determine quality and price parameters, calculating average purchase price per kilo and balancing purchase prices to achieve livestock budget targets
- negotiate enterprise requirements for transport of livestock with *carrier* including animal welfare requirements, enterprise production schedules and enterprise budget requirements
- obtain and secure documentation relating to livestock status, purchase and transport
- prepare livestock purchasing plans to meet enterprise forecasts of orders and sales including liaison with enterprise personnel to identify production livestock schedules and requirements, analysing enterprise orders and sales, and confirming livestock specifications
- present reports according to legal and enterprise requirements
- use available communication and information technology to record, monitor and analyse livestock purchase data, including fat scores, prices and pricing structures

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- characteristics of different species and breeds and their suitability for the enterprise's product
- identification of animals using brands, tags and tattoos
- international, national and local factors affecting the livestock market and describe the implications for the enterprise's operations
- livestock classification and conformation or scoring system
- customer specifications and the implications for the selection and purchase of stock (e.g. required product or cuts, European Union (EU) closed system, Japanese ox)
- enterprise ethical standards and the implications for operations in the livestock market
- *producer QA* programs including 'Cattle Care' and 'Flock Care'
- regulatory requirements affecting the purchase and transportation of livestock
- effects of transportation on livestock and product quality
- symptoms of infectious and non-infectious diseases to be identified or eliminated when assessing livestock

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

Context of and specific resources for assessment

Resources may include:

- a real work environment
- access to stockyards
- relevant equipment and materials
- relevant documentation such as:
 - customer and workplace specifications
 - electronic and online livestock data
 - manufacturer instructions or operations manuals
 - regulatory requirements
 - workplace policy and procedures.

Method of assessment

Recommended methods of assessment include:

- a third-party referee report of sustained performance at an appropriate level of authority and responsibility

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • assignment focusing on the understanding and application of principles and theory to workplace operations • simulation • workplace projects with focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Regulatory requirements</i> may include:</p>	<ul style="list-style-type: none"> • animal welfare • appropriately accredited saleyards • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management, sustainable work practices • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act

RANGE STATEMENT	
	<ul style="list-style-type: none"> • hygiene and sanitation requirements • industrial awards, agreements • relevant regulations and Australian Standards • state, territory and federal regulations regarding meat processing • taxation law.
<i>Market intelligence</i> may be local, national and international and may be provided by:	<ul style="list-style-type: none"> • communications media (e.g. radio, TV, newspapers and internet) • government agencies: <ul style="list-style-type: none"> • Department of Primary Industries and Energy (DPIE) • Australian Bureau of Agricultural and Resource Economics (ABARE) • Australian Competition and Consumer Commission (ACCC) • Aus Industry/AusTrade • industry associations • research agencies and publications (e.g. MLA, Feedback) • specialist journals and press (e.g. breeder or producer, economic, agricultural and manufacturing) • standard yield analysis systems and standard costing arrangements • stock and station agents.
<i>Selection</i> of suitable cattle may be determined by:	<ul style="list-style-type: none"> • age, sex, size, condition • breed or strain • chemical application history • cost • end use • feed history • health anomalies • number • pregnancy status • production records • weight, fat cover, muscling.
<i>Enterprise specifications</i> may include:	<ul style="list-style-type: none"> • availability and delivery dates • body conformation requirements • number or head • species and breeds • use of AUS-MEAT language and descriptors.

RANGE STATEMENT	
OH&S requirements may include:	<ul style="list-style-type: none"> • animal or manual handling • confined spaces operations • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice • zoonotic diseases.
Methods of purchasing livestock may include:	<ul style="list-style-type: none"> • Computer Aided Livestock Marketing (CALM) • direct from feedlots • forward contracting • out of the paddock • saleyard.
Documentation and certification of livestock may include:	<ul style="list-style-type: none"> • breeding • chemical residue clearance • electronic tagging or chips • exotic and notifiable diseases • feed history • Hormonal Growth Promotants (HGP) status • National Livestock Identification System (NLIS) • National Residue Survey (NRS) • tail tags • treatment and with holding periods.
Communication may:	<ul style="list-style-type: none"> • be inclusive of the cultural, ethnic and social diversity of individuals and groups • include use of data bases, e-commerce systems, grading and scoring systems • involve use of negotiation, persuasion and assertiveness skills

RANGE STATEMENT	
	<ul style="list-style-type: none"> occur in a variety of sensitive, conflictive, collaborative and supportive environments be formal or informal and involve face-to-face and technological and electronic methods require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats require preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data.
Mathematical skills may relate to:	<ul style="list-style-type: none"> complex actual and hypothetical technical and financial modelling calculations and interpretation and analysis mathematical information such as: <ul style="list-style-type: none"> product and product quality financial operations personnel operations sales and turnover exports.
Livestock sales and transport personnel may include:	<ul style="list-style-type: none"> auctioneers livestock breeders or producers stock and station agents transport vendors, drivers, agents.
Workplace requirements may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements QA requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
Key stakeholders may include:	<ul style="list-style-type: none"> company owners, directors, shareholders and financiers competitors management and employees suppliers, customers, consumers unions and employer associations.
Information sources for livestock purchases may include:	<ul style="list-style-type: none"> electronic marketing private consultations

RANGE STATEMENT	
	<ul style="list-style-type: none"> • rural news, rural newspapers • stock and station agents • word of mouth.
<i>Carrier's</i> terms of engagement may include:	<ul style="list-style-type: none"> • cost per kilometre • number per truck or deck or selection • points (long trip) • quality of service • time for trip.
<i>Producer QA arrangements</i> may include:	<ul style="list-style-type: none"> • Cattle Care • EU closed system or HGP status • Flock Care • QA Certification feedlots.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR607A Analyse and develop enterprise systems for new opportunities

Modification History

Not Applicable

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to evaluate and develop production systems which are suited to the company's products and goals, are cost efficient and to ensure that products meet enterprise and customer specifications. The design of the production system affects the quality of product processed. The analysis and development of enterprise production systems gives an enterprise the flexibility to become an innovative organisation, take on new opportunities and strengthen or expand its market.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>At this level individuals exercise considerable autonomy, responsibility and accountability within enterprise structures and are required to make primary contributions to the values, goals and operations of the enterprise. They will typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.</p> <p>This unit is suitable for senior managers, Chief Executive Officers (CEOs), Chief Finance Officers (CFOs) and directors of meat processing and smallgoods enterprises, building a culture of innovation in a meat industry context.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Analyse effectiveness of enterprise production system to meet enterprise goals	1.1. Enterprise mission, direction and objectives are analysed. 1.2. Impact of current and future market trends and business environment on enterprise goals and operations is determined. 1.3. Production system requirements to meet enterprise goals are determined. 1.4. Capacity of the existing system to meet enterprise goals is assessed. 1.5. Existing systems are analysed to identify system strengths, weaknesses and problem areas.
2. Identify and <i>evaluate alternatives</i>	2.1. New, reconfigured or redesigned systems and components are researched. 2.2. New, reconfigured or redesigned systems and components are evaluated for suitability for enterprise product, feasibility and cost, and outcomes reported to <i>stakeholders</i> . 2.3. Enterprise commitment to a new, reconfigured or redesigned system is obtained. 2.4. Resource requirements are identified, agreed upon and included in enterprise planning. 2.5. Sources of resource support are identified and evaluated.
3. Implement solutions	3.1. Specifications for new, reconfigured or redesigned system are developed. 3.2. New, reconfigured or redesigned system is commissioned. 3.3. Implementation strategy, including work redesign, is planned, communicated and negotiated with stakeholders. 3.4. Impact on personnel is identified and strategies to facilitate change are prepared. 3.5. Training plans are developed, resourced and implemented. 3.6. Procedures and controls are developed, tested and refined.
4. Monitor production process	4.1. Performance criteria for the new, reconfigured or redesigned system are established. 4.2. Performance data is collected, analysed and reported. 4.3. Progress and performance are reported to

ELEMENT	PERFORMANCE CRITERIA
	stakeholders. 4.4. Strategies for improvement are identified in consultation with the team and built into continuous improvement and planning processes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- flowchart the movement of products and resources along the chain or process line to identify strengths and weaknesses
- apply in-depth **product knowledge** in determining the processing requirements for species or products according to customer and enterprise requirements, including methods, technology, quality, speed of production
- analyse the organisational environment to assess capacity for, and impact of changes to, systems and operations
- establish goals and performance criteria for operation of the production system
- determine criteria for evaluating alternative production systems and system components including reference to product specifications, yield and quality, technical requirements and cost
- develop data collection and recording systems linked to systems performance criteria
- analyse performance information and prepare reports for stakeholders
- apply relevant **communication** and **mathematical skills**
- develop a communication strategy for involving the workforce, negotiating changes and reporting progress
- assess alternative configurations of technology, labour, processes, organisation and layouts for process flow effectiveness
- compare capability of existing production system with market potential and capability of alternative systems
- estimate the impacts of enterprise forecasts and changes in the industry, including technology and in the market on enterprise resource requirements, operation and sales
- evaluate the consequences and change implications of adopting new, reconfigured or redesigned systems on overall operation of the plant, including the impact on personnel

REQUIRED SKILLS AND KNOWLEDGE

- identify and apply relevant *Occupational Health and Safety OH&S, workplace and regulatory requirements*
- identify and resolve industrial relations issues related to changes in systems
- prepare action plans for the implementation of new systems including commissioning of the new system, timelines, resources and training and change facilitation strategies to assist personnel implement new, reconfigured or redesigned systems
- prepare and justify budgets for the introduction of new systems or components including calculating the costs of retaining the current system and the costs of setting up and operating new, reconfigured or redesigned systems, including initial costs, ongoing costs and payback periods
- prepare and present recommendations in formats, language and styles appropriate for the audience
- present reports according to legal and enterprise requirements
- quantify and cost the resources required for optimum operation of existing systems, including utilities and energy, personnel, equipment and stock
- research and analyse *market intelligence*, trends and forecasts to identify possibilities for the enterprise
- research and evaluate available systems (e.g. technology and equipment, processing methods and techniques and work design) appropriate for enterprise product
- research and evaluate sources of support including government and private, financial and other support
- review existing procedures and controls or develop new ones to facilitate systems operations according to enterprise and regulatory requirements including integration with enterprise quality and food safety systems
- seek external advice where appropriate (e.g. from technology and equipment manufacturers, architects, engineers and tradespeople)
- use a range of quality and evaluative tools to analyse the capability of enterprise systems to meet future projections
- use available communication and information technology to complete forecasts, analyses and *modelling*, where required

Required knowledge

Knowledge of:

- enterprise goals and directions and the implications for enterprise operations
- budgeting strategies including calculating the costs of retaining the current system and the costs of setting up and operating new, reconfigured or redesigned systems, including initial costs, ongoing costs and payback periods
- report formats and styles and their appropriateness for various audiences

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a workplace environment with typical operating and production conditions. • access to industry research in relevant areas • appropriate authority and responsibility • enterprise business plan • enterprise system information.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace operations • workplace projects with focus on company

EVIDENCE GUIDE	
	<p>environment and conditions.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Production system</i> and system components may include alternative combinations and configurations of:</p>	<ul style="list-style-type: none"> • human resources including management practices, work practices • job or work design • operational sequencing and flows • plant layout and construction • technology and equipment.
<p>Criteria for <i>evaluating alternative</i> systems and configurations may include:</p>	<ul style="list-style-type: none"> • capacity (e.g. volume, speed and life span) • compliance with relevant design and operating standards, codes, regulations • energy requirements • personnel requirements • safety • set up and operating costs • waste and environmental impact.
<p><i>Stakeholders</i> may include:</p>	<ul style="list-style-type: none"> • company owners, directors, shareholders, financiers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • competitors • management and employees • suppliers, customers, consumers • unions and employer associations.
Resources may include:	<ul style="list-style-type: none"> • energy and water • equipment and technology • operating finance and capital • personnel.
Performance criteria may include:	<ul style="list-style-type: none"> • environment (e.g. reduction in energy consumption) • financial (e.g. changes in cost of production per unit, reduction in waste, reduction in maintenance costs, reduction in utility costs, and increased rates of production) • human resource requirements (e.g. staffing levels, salary savings, multi-skilling and safety) • quality (e.g. reductions in returned product, non-conformances and recalls, and on-time completion of contracts).
Product knowledge may include:	<ul style="list-style-type: none"> • impact on processing, handling and storage techniques on product quality (e.g. taste, texture and shelf life) • requirements for handling particular species or raw materials (e.g. food safety, stunning procedures, equipment capacity and design, cooking and preservation techniques) • suitability of species, meat and meat products for further processing.
Communication may:	<ul style="list-style-type: none"> • be inclusive of the cultural, ethnic and social diversity of individuals and groups • involve information and communications technology including data bases, internet search and e-commerce services etc • involve the use of negotiating, persuasion and assertiveness skills • occur in a variety of sensitive, conflictive, collaborative and supportive environments, may be formal or informal and involve face-to-face and technological and electronic methods • require analysis and presentation of complex concepts, technical information, mathematical

RANGE STATEMENT	
	<p>information and other data in simple or complex formats</p> <ul style="list-style-type: none"> • require preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data.
<i>Mathematical skills</i> may relate to:	<ul style="list-style-type: none"> • complex actual and hypothetical technical and financial modelling • calculations • interpretation and analysis. <p>Mathematical information may be complex and relate to:</p> <ul style="list-style-type: none"> • product and product quality • financial operations • personnel • operations • sales and turnover • exports, etc.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace</i> requirements may	<ul style="list-style-type: none"> • enterprise-specific requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • environmental and waste management • equal employment opportunity (EEO), anti-discrimination and sexual harassment • export • Export Control Act • food standards and food safety including licensing and registration, processing and transporting of meat for human consumption, food safety and labelling of ingredients • hygiene and sanitation requirements • industrial awards, agreements • OH&S • relevant regulations and Australian Standards • risk management • state and territory regulations regarding meat processing • superannuation • taxation • traineeship requirements.
<i>Market intelligence</i> may be from a range of local, national and international sources including:	<ul style="list-style-type: none"> • enterprises, including competitors • government departments and agencies • industry associations • professional associations • technical and research journals and publications.
<i>Modelling</i> may be:	<ul style="list-style-type: none"> • manual or • computerised.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMPSR608A Establish new markets

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assess the enterprise's potential and capacity for entering new markets. It includes the skills and knowledge needed to identify new markets including local, interstate and international markets, research regulatory requirements and negotiate contracts. The decision to enter new markets is based on extensive research and planning.
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Application of the Unit

Application of the unit	Management understanding of the risks and benefits of new markets and the impact on the business is essential. Managers responsible for marketing and production, and Quality Assurance (QA) managers required to supply product for new markets would benefit from this unit. This unit is relevant for all sectors of the industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research and determine viability of entering new markets	1.1. Sources of assistance for identifying and establishing new markets are identified and evaluated. 1.2. Characteristics of potential markets are analysed. 1.3. Enterprise product or service range is reviewed in terms of potential market and customer requirements. 1.4. Competitive position of enterprise product is assessed and sales projections are prepared. 1.5. Licensing and other regulatory requirements are determined. 1.6. Costs, benefits and risks of entering new markets are evaluated.
2. Develop a market entry strategy	2.1. Resourcing strategies for entering the new market are developed. 2.2. Strategies for managing risk are identified. 2.3. Marketing strategy is developed, in association with relevant internal and external personnel. 2.4. Distribution strategy is planned to ensure profile of product in the new market.
3. Identify contract and service requirements	3.1. Enterprise terms of payment and administrative requirements are established. 3.2. Documentary and commercial requirements of new markets are identified. 3.3. Finance and insurance requirements are identified. 3.4. Requirements for transport and distribution contracts are identified to ensure quality and safety of product.
4. Develop evaluation strategy for new market entry	4.1. Targets are identified and performance indicator requirements determined. 4.2. Strategies for collecting and analysing performance are prepared. 4.3. Strategies for reporting outcomes and including recommendations in future planning are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication and mathematical skills*
- communicate and negotiate clearly, ethically and effectively with a range of representatives (e.g. internal personnel, government agents, financial agencies, distributors, *export control agencies*, brokers, customers) and other *stakeholders*
- determine and obtain *resources* required to support new market strategy
- *establish infrastructure requirements* for new market
- *evaluate and report market entry* performance
- *evaluate potential and/or feasibility of new market entry*
- identify and apply relevant *Occupational Health and Safety (OH&S)*, regulatory and *workplace requirements*
- identify strategies for managing financial risk
- identify the cultural requirements of the new market/clients
- maintain currency of knowledge through independent research or professional development
- prepare enterprise strategies and plans which include resource requirements, timelines, milestones and communication strategies
- prepare, negotiate and implement strategies and action plans for entering the new market.
- present reports according to legal and enterprise requirements
- research potential markets including competitors, products, customers and market regulations, legislation and controls
- research, collate and analyse *information* relating to the individual business, domestic and international context (as applicable)
- take action to improve own work practice as a result of self-evaluation, feedback from others, or in response to changed work practices or *technology*.
- use available information and communication technology and systems (e.g. forecasting software, budgets, research material) to assist planning, monitoring and reporting
- use *teamwork strategies* to prepare work team to support new market strategy

Required knowledge

Knowledge of:

- purpose and features of distribution and marketing strategies
- role of new markets in the achievement of enterprise goals and plans
- enterprise budgetary and planning cycles and processes; methods for analysing production; and sales records and costs; and enterprise methods for estimating and forecasting sales and production requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise, is required.</p>
<p>Context of and specific resources for assessment</p>	<p>Resources may include:</p> <ul style="list-style-type: none"> • a real work environment • relevant documentation such as: <ul style="list-style-type: none"> • enterprise business plan • manufacturer instructions and operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • a third-party referee report of sustained performance at appropriate level of authority and responsibility • assignment focusing on understanding and application of principles and theory to workplace

EVIDENCE GUIDE	
	<p>operations</p> <ul style="list-style-type: none"> workplace projects which focus on company environment and conditions. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Market <i>research</i> may include:	<ul style="list-style-type: none"> a broad market study a feasibility study in depth market research.
<i>Sources of assistance</i> may include:	<ul style="list-style-type: none"> industry associations government agencies departments and programs (e.g. Supermarket to Asia, Aus Trade export market development grants and National Food Industry Strategy) consulates and embassies financial institutions consultants.
Market <i>characteristics</i> include:	<ul style="list-style-type: none"> competition (e.g. local and other exporters) distribution general position of industry within target

RANGE STATEMENT	
	<p>market</p> <ul style="list-style-type: none"> • market access including import restrictions, licensing, tariffs, food safety regulations, transport, infrastructure, currency stability, cultural and political characteristics, legal systems, bureaucracy etc • market size, growth and patterns • packaging and labelling • product pricing, including impact of exchange rates.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • AQIS notices and circulars • Australian Customs Service requirements (EXIT, ELMER, Harmonised tariff system, CALM) • commercial law including fair trading, trade practices • consumer law • corporate law, including registration, licensing, financial reporting • criteria for supply and processing of raw product/ingredient for export (inspection and certification of fresh product and ingredients) • environmental and waste management • Equal Employment Opportunity (EEO), anti-discrimination and sexual harassment • Export Control Act • export licensing requirements • export meat orders • food standards • importing country requirements • industrial awards, agreements • prescribed goods orders • relevant Australian Standards • relevant regulations • sales taxes and duties • state and territory regulations regarding meat processing • taxation • Trade Practices Act Part V.
Export <i>licensing</i> requirements	<ul style="list-style-type: none"> • sourcing of product from export licensed meat processors

RANGE STATEMENT	
may include:	<ul style="list-style-type: none"> inspection regimes and requirements.
Risks may include:	<ul style="list-style-type: none"> risks to premises personnel plant and equipment breach of contract natural disaster food safety intellectual property.
Market targets and performance indicators may include:	<ul style="list-style-type: none"> sales levels productivity measures (e.g. economies of scale and turnover) product quality market share and penetration.
Communication and mathematical skills may:	<ul style="list-style-type: none"> be complex and relate to product and product quality, financial operations, personnel, operations, sales and turnover and exports be formal or informal and involve personal face-to-face methods and technological/electronic methods involve communication and information technology that may include telephone, email, internet, software including testing and analysis programs, scheduling, financial packages and data bases involve preparation of reports which may be complex, contain information from a range of technical sources and include mathematical and graphic information and data involve strategies that are inclusive of the cultural, ethnic and social diversity of individuals and groups involve the use of negotiation, persuasion and assertiveness skills occur in a variety of sensitive, conflictive, collaborative and supportive environments relate to complex actual and hypothetical technical and financial modelling, calculations and interpretation or analysis require analysis and presentation of complex concepts, technical information, mathematical information and other data in simple or complex formats

RANGE STATEMENT	
	<ul style="list-style-type: none"> require the establishment of appropriate industry and information networks.
<i>Export control agencies</i> include:	<ul style="list-style-type: none"> Australian Customs Service AQIS
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> company owners, directors, shareholders, financiers competitors management and employees suppliers customers consumers unions and employer associations.
<i>Resources</i> may include:	<ul style="list-style-type: none"> buildings, plant and equipment capital and cash flow requirements, pay back periods and returns expert advice export quality and certified ingredients and materials external sources of funds and assistance human resources financial resources interpreters and translators technology administrative systems and procedures.
<i>Establishment of infrastructure requirements</i> may include:	<ul style="list-style-type: none"> negotiation with clients, contractors and service providers observation of enterprise requirements for maintaining financial controls and product quality.
<i>Evaluation and reporting of market entry</i> performance requires:	<ul style="list-style-type: none"> analysis of sales information and financial data against budgets preparing reports for stakeholders and for consideration in the enterprise planning cycle setting goals and targets.
<i>Evaluation of potential and/or feasibility of new market entry</i> requires:	<ul style="list-style-type: none"> analysis of enterprise product or service range for suitability of new market analysis of market trends assessment of competition position of the enterprise in the selected market assessment of enterprise capability to meet sales and production forecasts

RANGE STATEMENT	
	<ul style="list-style-type: none"> assessment of implications for enterprise operations.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs hygiene and sanitation requirements OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise ethical standards, values and obligations enterprise specific procedures, policies and plans standard operating procedures (SOPs) work instructions.
<i>Information</i> may relate to the individual business, domestic and international context and include:	<ul style="list-style-type: none"> economic and industry trends financial information (e.g. break even points, gross and net profit margins and projections, capital requirements, interest rates, insurance information and sources of finance) market research and intelligence.
<i>Technology</i> may include:	<ul style="list-style-type: none"> communication systems e-commerce systems product tracking and trace back systems.
<i>Teamwork strategies</i> may include:	<ul style="list-style-type: none"> allocating people and other resources to tasks and workplace requirements applying knowledge of own role as part of a

RANGE STATEMENT	
	team <ul style="list-style-type: none"> • applying teamwork skills to a range of situations • coaching, mentoring and giving feedback • identifying and utilising the strengths of other team members • listening to and resolving concerns in relation to workplace issues • solving problems individually or in teams.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR101C Identify species and meat cuts

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify species and meat cuts.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, smallgoods manufacturing and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify meat cuts	<p>1.1. Meat cuts are correctly identified by cut name and <i>species</i> according to workplace requirements and <i>specifications</i>.</p> <p>1.2. Meat cuts are correctly selected by cut name and species according to <i>workplace requirements</i>.</p>
2. Identify primal cuts	<p>2.1. Primal cuts are correctly identified by name and species according to workplace requirements.</p> <p>2.2. Primal cuts are correctly selected by name and species according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify meat cuts according to label on cartons (as appropriate)
- identify primal cuts correctly by species and cut according to workplace specifications for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing
- apply relevant *regulatory requirements*
- select and handle products according to *Occupational Health and Safety (OH&S) requirements*
- select cuts correctly by species and cut according to workplace requirements for a minimum of three species for *meat retailing* and at least one species for *smallgoods manufacturing*
- Identify cuts correctly by species and cut according to workplace specifications for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing
- select primal cuts correctly by species and cut according to workplace requirements for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- primal cuts used for different cuts of meat for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing
- principles of product selection by species, primal and cut type for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing
- relevant regulatory requirements
- appropriate sources of information on new species or cuts
- different species and *categories of meat* and cuts for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p> <p>The candidate must be able to select and identify primal and secondary cuts correctly by species and cut for a minimum of three species for meat retailing and at least one species for smallgoods manufacturing.</p> <p>Where the candidate does not prepare primal cuts in their usual place of work they must complete the requirements of the Unit in an alternative work placement or in a simulated environment.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment may occur on- or off-the-job.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Species</i> may include:	<ul style="list-style-type: none"> • beef • buffalo • crocodile • deer • emu • game meat • goat • kangaroo • pork • poultry • sheep • or any other species.
<i>Specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • enterprise procedures

RANGE STATEMENT	
	<ul style="list-style-type: none"> • industry standards.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Categories of meat</i> include:	<ul style="list-style-type: none"> • age • differentiation of classes • sex • weight.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR102C Trim meat for further processing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to use a knife for trimming lesser-valued cuts of meat. The trim is usually performed prior to further processing such as mincing and sausage making.
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Application of the Unit

Application of the unit	This unit is applicable to workers in boning rooms, smallgoods manufacturing and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim meat to workplace specifications	1.1. Meat is trimmed to <i>workplace specifications</i> . 1.2. Meat is trimmed to <i>Occupational Health and Safety (OH&S), hygiene and sanitation, and workplace requirements</i> .
2. Handle product hygienically	2.1. Product is handled to meet hygiene requirements.
3. Handle knife effectively	3.1. <i>Knife</i> is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • trim a variety of lesser-valued cuts of meat to specification according to workplace requirements • demonstrate effective use of a knife to workplace, OH&S, and hygiene requirements • work individually and with other team members • give examples of workplace specifications for trimming meat • apply relevant <i>regulatory</i> and workplace requirements • seek further advice from supervisor when uncertain about work instructions • use relevant <i>communication skills</i>
Required knowledge
<p>Knowledge of:</p> <ul style="list-style-type: none"> • hygiene requirements for use of a knife • OH&S requirements for use of a knife • steps in checking and preparing a knife • workplace requirements for use of a knife • relevant regulatory and workplace requirements • hygiene requirements for the handling of meat products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- verified work log or diary
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace specifications may include:

- dicing for further processing
- removing connective tissue prior to further processing
- trimming excess fat
- trimming excess meat from bones.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

RANGE STATEMENT	
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Knives include:	<ul style="list-style-type: none"> • boning knives • skinning knives • steak knives.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMR103C Store meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to store meat products.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, smallgoods manufacturing and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store meat product	1.1. Meat product is stored at the recommended temperature of less than 5°C. 1.2. Meat product is handled according to hygiene requirements. 1.3. Meat product is stored according to <i>workplace, regulatory, and hygiene and sanitation requirements</i> .
2. Rotate stock	2.1. Meat product is rotated according to regulatory, hygiene and workplace requirements. 2.2. Meat product is handled according to <i>Occupational Health and Safety (OH&S) requirements</i> . 2.3. Shelf life of meat product is considered.
3. Maintain clean holding room	3.1. Holding rooms are cleaned according to regulatory, hygiene and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • demonstrate storage techniques which minimise risk of cross-contamination from drips from upper shelves to products on lower shelves, bottoms of cartons, or tubs stacked on top of other cartons, tubs or other products • monitor refrigerated temperature on a regular basis • recognise and interpret codes, date tags and labels • identify and report unacceptable temperatures either verbally or in writing, according to workplace requirements • work individually and with other team members • seek advice from appropriate sources when working with new products • use correct manual handling techniques for transferring product to storage facilities • use relevant <i>communication skills</i>
Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- storage techniques which minimise risk of cross-contamination from drips from upper shelves to products on lower shelves, bottoms of cartons, or tubs stacked on top of other cartons, tubs or other products
- appropriate *storage facilities* for individual products
- recommended refrigerated temperature for each product stored
- regulatory requirements related to storing meat products
- species and various meat products for storage

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace or in a simulated environment under normal production conditions.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • cleanliness of holding rooms • enterprise-specific procedures • measuring equipment such as thermometers, and other measuring equipment which may be digital or analogue • OH&S requirements • Quality Assurance (QA) requirements • rotation of stock • Standard Operating Procedures (SOPs) • storage times and temperatures • the ability to perform the task to production requirements • work instructions.
<p><i>Regulatory</i> requirements may include:</p>	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing and food handling • relevant Australian Standards • relevant regulations.
<p><i>Hygiene and sanitation requirements</i> may include:</p>	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Storage facilities</i> may include:	<ul style="list-style-type: none"> • chiller • freezer.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMR104C Prepare minced meat and minced meat products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare minced meat and minced meat products to regulatory requirements.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, smallgoods manufacturing and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean and prepare processing equipment used in the preparation of <i>minced meat products</i>	<p>1.1. Mincing equipment is prepared according to manufacturer's specifications and <i>workplace, Occupational Health and Safety (OH&S), and hygiene and sanitation requirements</i>.</p> <p>1.2. Mincing equipment is cleaned according to manufacturer specifications, and workplace and OH&S requirements.</p> <p>1.3. Mincing equipment is adjusted as required in accordance with manufacturer specifications and workplace, OH&S and hygiene requirements.</p>
2. Mince <i>meat</i>	<p>2.1. <i>Trimming</i>s are selected according to workplace policy.</p> <p>2.2. Trimmings are cut to manufacturer specifications and workplace requirements to avoid blockages in mincer.</p> <p>2.3. Trimmings are fed through mincer efficiently to avoid blockages and heat build-up.</p> <p>2.4. Species are accurately identified.</p> <p>2.5. Species are stored separately according to product description.</p> <p>2.6. Product is maintained at correct temperature during processing.</p> <p>2.7. Product is handled and stored at correct temperature and conditions.</p>
3. Prepare minced meat products	<p>3.1. Minced meat products are prepared according to regulatory, workplace, hygiene and OH&S requirements.</p> <p>3.2. Ingredients are combined to workplace requirements.</p> <p>3.3. <i>Fat content</i> is measured.</p> <p>3.4. Meat is processed in preparation for forming to product specifications and <i>regulatory requirements</i>.</p> <p>3.5. Product is formed to specifications and regulatory requirements.</p> <p>3.6. Correct temperature of product is maintained during processing and handling.</p> <p>3.7. Product is stored at correct temperature and conditions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- activate mincing equipment to assess its readiness for operational use
- identify different species and categories of meat
- start-up and shut-down equipment when necessary according to manufacturer, workplace and OH&S, requirements
- operate a mincer to manufacturer, workplace, OH&S, and hygiene and sanitation requirements
- tighten front plate on mincer as required
- operate adjustment tools and equipment correctly
- interpret time and temperature measuring equipment
- accurately copy and record temperature, weights and time, according to workplace requirements
- clean mincer between species to avoid cross-contamination
- use tools and cleaning agents appropriate to the cleaning activity or manufacturer's specifications
- report faults and adjustments required either verbally or in writing according to workplace requirements
- work individually and as part of a team
- list minced meat products
- perform tasks according to OH&S, hygiene and regulatory requirements
- seek advice from appropriate sources when working with new products
- use relevant *communication skills*

Required knowledge

Knowledge of:

- conditions under which equipment may need adjusting
- fat content using chemical lean measures or visual lean estimation
- purpose and use of processing equipment used in making minced meat products
- temperature requirements for product
- purposes and processes for undertaking emergency stops, machine lockouts and isolation procedures
- procedure for cleaning equipment

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace or in a simulated environment under normal operating conditions.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Minced meat products</i> may include:</p>	<ul style="list-style-type: none"> • burgers • meat loaves • pin wheels • rissoles • sizzle sticks • steakettes.
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Meat may include:	<ul style="list-style-type: none"> • beef • chicken • game meat • lamb • mutton • pork • veal.
Trimming s may include:	<ul style="list-style-type: none"> • carton products • chilled or frozen product • single species offcuts.
Fat content may be measured by:	<ul style="list-style-type: none"> • chemical lean (CL) • visual estimation (VL).
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing and food handling • relevant Australian Standards • relevant regulations.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR106C Provide service to customers

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to provide service to customers, and to establish and maintain good customer relations. It encompasses the key skills of identifying and satisfying basic customer requirements.
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Application of the Unit

Application of the unit	This unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Acknowledge and greet customer	<p>1.1. Customer is politely acknowledged on entering the workplace.</p> <p>1.2. Customer is greeted when first contact is made.</p> <p>1.3. Customer is offered assistance according to workplace requirements.</p>
2. Establish customer requirements	<p>2.1. Customer requirements are established by questioning, active listening and clarification of customer comments.</p> <p>2.2. Customer needs are acknowledged.</p> <p>2.3. Customer is referred to more experienced staff when specialist advice and/or service and products are required.</p>
3. Convey a professional image	<p>3.1. Behaviour displayed when serving customer maintains established workplace image.</p>
4. Take orders courteously and accurately	<p>4.1. Telephone is answered according to workplace requirements.</p> <p>4.2. Orders are taken from customer by phone or face-to-face accurately and according to workplace requirements.</p> <p>4.3. Orders are taken legibly and in the correct format.</p> <p>4.4. Pick up or delivery time is arranged with the customer.</p> <p>4.5. Procedures for following up specific customer enquiries, unfilled orders or unmet customer specialist needs are implemented.</p>
5. Refer customer complaints	<p>5.1. Customer complaints are acknowledged and difficulty noted.</p> <p>5.2. Complaints are courteously referred to a more senior staff member or manager.</p>
6. Receive customer enquiries	<p>6.1. Customer enquiries are received.</p> <p>6.2. Customer enquiries are followed up in accordance with workplace requirements.</p> <p>6.3. Customer is informed in relation to enquiry.</p>
7. Record information from enquiries	<p>7.1. Information about enquiries is recorded to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply **communication** skills to meet customer needs and enterprise requirements
- provide an overview of the **range of products** and **services** offered by the enterprise
- seek advice or assistance from more experienced team members when necessary
- operate telephone system
- demonstrate polite and efficient telephone technique
- demonstrate suitable behaviour by attending to customer needs promptly and courteously, displaying tact, satisfying customer needs ethically and maintaining professional standards of dress and personal hygiene
- arrange pick up or delivery with customer according to enterprise procedures
- apply relevant **Occupational Health and Safety (OH&S)** and **regulatory requirements**
- use **mathematical skills** appropriate to the task

Required knowledge

Knowledge of:

- how to interact with others in an appropriate way
- workplace complaints policies and procedures
- workplace requirements related to acknowledging and greeting customers, including enterprise ethical standards
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Customers include regular or first-time visitors to the enterprise, or those making contact by telephone.

Workplace requirements may include:

- enterprise ethical and customer standards
- enterprise standard for greeting and thanking the customer
- enterprise-specific requirements
- OH&S requirements
- order forms
- Quality Assurance(QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Customer requirements may include:

- advice on enterprise products and services
- different cultural and ethnic needs
- immediate purchase of customer-selected items.

Customer *orders* may be taken:

- by email
- by fax
- by phone
- face to face.

Procedures for following up customer enquiries may include:

- contacting customer when additional information, product or service is available
- recording in order book

RANGE STATEMENT	
	<ul style="list-style-type: none"> referring to another staff member, butcher or manager telephoning or writing to a supplier.
<i>Customer complaints</i> may include:	<ul style="list-style-type: none"> concerns about products advice given service provided by the enterprise.
<i>Communication</i> may include:	<ul style="list-style-type: none"> clear oral responses completing workplace documentation effective listening interacting with people from a range of cultural, social and ethnic backgrounds reading and interpreting workplace documentation recognition and use of non-verbal communication strategies recognition of cultural diversity use of communications technology.
<i>Range of products</i> may include:	<ul style="list-style-type: none"> a range of meats (e.g. veal, beef, lamb, mutton, pork, chicken, game, venison, kangaroo, emu) BBQ spits dry stock manufactured goods smallgoods special cuts.
Range of <i>services</i> may include:	<ul style="list-style-type: none"> coordinating with promotions demonstrations ingredients recipes taste preferences value-added products, ingredients.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • following basic flow charts, mimic panels and numerically-sequenced tasks and procedures • reading and interpreting analogue and digital measures, including clocks, scales, pressure gauges, thermometers and cash registers • recognising out-of-specification, acceptable or unacceptable range on simple graphs and charts • recognition and accurate copying of numbers relating to temperature, time, volume, weight and quantity • routine simple calculations using specified fixed formulas and procedures • understanding and accurately using terms, such as hotter or cooler, heavier or lighter, slow or fast, increasing or decreasing, and lower or higher in own work • use of calculators.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR107C Process sales transactions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out the procedures for processing a sales transaction.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process transaction	1.1. Transaction is accurately processed. 1.2. Transaction accurately put through point of sale equipment. 1.3. Correct and accurate receipts are provided to customer. 1.4. Customer is thanked according to workplace requirements . 1.5. Correct hygiene is observed while handling cash transactions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify point of sale equipment
- process a range of sales transactions to meet customer requirements in accordance with workplace requirements
- calculate total cost of sale
- manually calculate change
- provide correct and accurate receipts to customers in line with workplace requirements
- demonstrate courteous and respectful customer relations
- refer enquiries to more senior staff if appropriate
- apply relevant **Occupational Health and Safety (OH&S) requirements**
- use **communication** skills appropriate to customer and enterprise requirements
- use **mathematical skills** relevant to the task

Required knowledge

Knowledge of:

- procedures for using point of sale equipment
- workplace requirements for dealing with customer enquiries
- **regulatory requirements** related to weights and measures

REQUIRED SKILLS AND KNOWLEDGE

- relevant OH&S requirements
- legal requirements and details necessary for acceptance of cheques

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- simulation
- quiz of underpinning knowledge
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Transactions</i> may involve:	<ul style="list-style-type: none"> • application of sale to customer • cash • cash vouchers • cheques • credit or debit card • customer accounts • electronic funds transfer (EFTPOS, credit or debit card) • point of sale equipment • referral of enquiry to more senior staff • sale of product or service.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • include the use of communications technology • involve listening and understanding • require speaking clearly and directly.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • following basic flow charts, mimic panels and numerically-sequenced tasks and procedures • reading and interpreting analogue and digital measures, including clocks, scales, pressure gauges, thermometers and cash registers • recognising out-of-specification, acceptable or unacceptable range on simple graphs and charts • recognition and accurate copying of numbers relating to temperature, time, volume, weight and quantity • routine simple calculations using specified fixed formulas and procedures • understanding and accurately using terms, such as hotter or cooler, heavier or lighter, slow or fast, increasing or decreasing, and lower or higher in own work • use of calculators.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR108B Undertake minor routine maintenance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out minor routine preventative maintenance in the workplace.
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Application of the Unit

Application of the unit	<p>Minor routine maintenance is undertaken by workers in the retail and food services sectors. It may relate to tasks such as:</p> <ul style="list-style-type: none"> • vehicle and equipment checks • cleaning and lubrication of equipment • servicing and minor adjustment or repairs of equipment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and use hand operated or hand held power tools	1.1. Hand and power tools are selected according to task requirements. 1.2. Tools are checked before use and unsafe and/or faulty items are reported according to standard procedures. 1.3. Tools are used according to manufacturer specifications to achieve desired outcomes. 1.4. Tools are stored safely in a designated location.
2. Undertake minor routine preventative maintenance	2.1. Routine preventative maintenance on equipment is carried out in association with fellow workers in accordance with workplace agreements and company procedures. 2.2. Grease and oil is applied as directed according to manufacturer's specifications and <i>maintenance instructions</i> . 2.3. Faulty application of lubricants is identified and reported according to standard procedures. 2.4. Occupational Health and Safety (OH&S) non-compliance is identified, rectified and/or reported. 2.5. Waste arising from routine preventative maintenance is disposed of according to company procedures. 2.6. Routine preventative maintenance information is recorded in the company reporting system.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • access workplace information to identify routine maintenance requirements • clean preventative maintenance tools and equipment • prepare equipment and work area to conduct preventative maintenance • select, fit and use personal protective clothing and/or equipment

REQUIRED SKILLS AND KNOWLEDGE

- ensure appropriate *supplies* prior to commencement of task
- seek advice from other team members or manuals prior to working with new equipment
- consistently apply isolation procedures
- address common problems in conducting routine preventative maintenance
- demonstrate purpose and use of common hand and power tools used in routine preventative maintenance
- locate and refer to workplace information such as lubrication schedules
- identify faults in routine preventative maintenance
- identify relevant plant and equipment
- observe food safety factors for maintenance and servicing
- rectify or report faulty maintenance
- report or record maintenance information as required
- apply relevant *regulatory* and *workplace requirements*
- follow relevant *OH&S requirements*
- observe roles of and relationships with others involved in carrying out maintenance functions
- maintain work area to meet housekeeping standards
- use *communication* skills relevant to enterprise requirements

Required knowledge

Knowledge of:

- purpose and use of common hand and power tools used in routine preventative maintenance
- purpose and use of routine preventative maintenance
- isolation procedures
- food safety factors for maintenance and servicing
- environmental issues and controls related to routine preventative maintenance
- links between routine preventative maintenance and other work to be achieved by routine maintenance
- relevant regulatory and workplace requirements
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- workplace referee or third-party report of

EVIDENCE GUIDE	
	<p>performance over time.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Maintenance instructions</i> may include:	<ul style="list-style-type: none"> • manufacturer instructions and manuals • regulatory requirements • verbal instructions from a supervisor • workplace procedures.
<i>Supplies</i> for routine maintenance may include:	<ul style="list-style-type: none"> • air • chemicals • grease • oil • power • steam • water.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • involve listening and understanding • involve the use of communication technology. • require speaking clearly and directly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR109B Monitor meat temperature from receipt to sale

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to monitor temperatures of meat product from the receipt area to the display cabinet in a meat retail outlet.
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Application of the Unit

Application of the unit	The unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Monitor temperature</i> of meat product in receipt area	<p>1.1. Temperature of received meat product is checked and recorded in line with <i>workplace requirements</i>.</p> <p>1.2. Supervisor is notified when meat product is delivered at a temperature that does not meet workplace, <i>hygiene and sanitation</i> and <i>regulatory requirements</i>.</p>
2. Monitor temperature of cool room	<p>2.1. Temperature of cool room is checked and recorded to meet workplace, hygiene and sanitation and regulatory requirements.</p> <p>2.2. Supervisor is notified when cool room temperature does not meet workplace, hygiene and sanitation and regulatory requirements.</p>
3. Monitor display cabinet temperature	<p>3.1. Temperature of display cabinet is checked and recorded to meet workplace, hygiene and sanitation and regulatory requirements.</p> <p>3.2. Supervisor is notified when display cabinet temperature does not meet workplace, hygiene and sanitation and regulatory requirements.</p>
4. Monitor temperature of meat product while moving between refrigerated <i>storage</i> locations	<p>4.1. Temperature of meat product is monitored while outside of refrigerated storage areas to comply with workplace, hygiene and sanitation and regulatory requirements.</p> <p>4.2. Meat product is returned to refrigerated storage quickly and efficiently according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- measure temperature of meat product and storage areas, including:
 - receipt area
 - cool room

REQUIRED SKILLS AND KNOWLEDGE

- display cabinets
- monitor refrigerated temperatures on a regular basis
- advise customers of suitable storage temperatures of meat product
- apply *Occupational Health and Safety (OH&S) requirements* for working in refrigerated areas
- seek advice from appropriate sources when working with new products
- *explain* effect of incorrect storage temperatures on meat products
- use relevant *communication skills*
- use *mathematical skills* relevant to the task
- work effectively individually or as part of a team

Required knowledge

Knowledge of:

- suitable temperature range for meat product stored in warehouse chillers, transportation, cool rooms and display cabinets
- effect of incorrect storage temperatures on meat products
- recommended refrigerated temperature for each product stored
- regulatory requirements related to storing meat products
- OH&S requirements for working in refrigerated areas

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under typical operating conditions within the parameters of role and responsibilities.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Resources may include:

- freezer, cool room and refrigerated display cabinet
- thermometers
- digital or analogue equipment
- work instructions.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Monitoring temperatures</i> may include:</p>	<ul style="list-style-type: none"> • reading temperatures • recording temperatures • reporting unacceptable temperatures, either verbally or in writing • using measuring equipment, such as thermometers and other measuring equipment, which may be digital or analogue • using mathematical skills appropriate to the task.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • using measuring equipment • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • storage times and temperatures • performing task to production requirements • work instructions.

RANGE STATEMENT	
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • relevant Australian standards.
<i>Storage</i> may include:	<ul style="list-style-type: none"> • chiller • commercial freezer • cool room • display cabinet • personal refrigerator and freezer • refrigerated vehicle.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE), which may include: <ul style="list-style-type: none"> • clothing for refrigerated environment • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally or in writing using standard formats • include information from several sources • be presented in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use a range of communications technology and

RANGE STATEMENT	
	media <ul style="list-style-type: none"> • use workplace, mathematical and technical language.
<i>Communication</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • interacting with colleagues, superiors, customers, clients and external parties • empathising with customers and work colleagues • interpreting the needs of internal and external customers • listening and understanding, and speaking clearly and directly • reading and interpreting workplace-related documentation • the use of negotiation, persuasion and assertiveness skills • own work area and the wider work area • sharing of information • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity, in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures, including scales, pressured gauges and thermometers • routine estimations and calculations using a range of specified formulas and procedures • using calculators and computer software packages.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR201C Break and cut product using a bandsaw

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break and cut product using a bandsaw.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants, smallgoods factories, boning rooms, food services operations, knackeries, game processing plants, wholesale and retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPR201C	Prepare and operate bandsaw

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Break carcass into specified cuts using a bandsaw	<p>1.1. Cutting lines are followed for breaking of <i>product</i> according to <i>Occupational Health and Safety (OH&S)</i>, hygiene, Quality Assurance (QA), and <i>workplace requirements</i>.</p> <p>1.2. Carcass is cut into standard <i>primal cuts</i> according to workplace, OH&S, hygiene and QA requirements.</p>
2. Cut product using a bandsaw	2.1. Product is cut according to workplace, OH&S, and hygiene and sanitation requirements.
3. Hang and store product	<p>3.1. Product is hung according to workplace requirements.</p> <p>3.2. Product is stored according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate assembly and operation of a bandsaw to manufacturer's, workplace and OH&S requirements
- demonstrate a safety check on the bandsaw
- ensure the safety of team members while working with a bandsaw
- report equipment faults, either verbally or in writing, according to workplace requirements
- demonstrate hanging and hooking techniques according to OH&S, hygiene and sanitation, QA and workplace requirements
- demonstrate storage and rotation of meat product according to workplace requirements
- seek advice from appropriate resources before using bandsaw on new products
- work effectively individually or as part of a team
- use relevant *communication skills*

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- primal cuts of carcase
- principles of storage and rotation of product according to workplace and ***regulatory requirements***
- cutting lines for breaking carcase according to specifications
- safety procedures related to use of bandsaw

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Where the candidate cannot use a bandsaw in their usual place of work they must complete the requirements of the Unit in an alternative work placement or in a simulated environment.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or off-the-job in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- verified work log or diary
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Products</i> include:	<ul style="list-style-type: none"> • beef cuts • chicken • frozen mince products • lamb cuts • pork cuts • soup bones.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Primal cuts</i> may include:	<ul style="list-style-type: none"> • beef (e.g. shortloin, bone in blade, shin on bone, brisket, ribs) • lamb (e.g. forequarter, saddle, chump, short loin, leg, rib loin) • pig (e.g. forequarter, fore loin, rib loin, leg, belly, hand).
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR202C Provide advice on cooking and storage of meat products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to provide information regarding cooking methods for various cuts of meat to meet customer requirements.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMR106C	Provide service to customers

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information on cooking specific meat cuts	<p>1.1. Cooking method is identified for various meat cuts to maximise eating quality.</p> <p>1.2. Information is provided for cooking times for various meat cuts to meet customer needs.</p> <p>1.3. Information is provided on complementary herbs, spices, vegetables, sauces or other flavours according to customer needs.</p>
2. Provide information on specific cuts for cooking methods	<p>2.1. Available meat cuts are identified for specific cooking method according to customer needs.</p> <p>2.2. Information is provided for cooking times for various meat cuts to meet customer needs.</p>
3. Provide information on storage and shelf life of fresh meat and cooked meat products	<p>3.1. Information is provided on the storage and shelf life of fresh meat and cooked meat products.</p>
4. Provide hygiene information on handling of meat products	<p>4.1. Information is provided on the safe and hygienic handling, storage and preparation of meat products.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • acknowledge customer's presence • greet customer • establish customer needs by enquiry, listening and summarising • demonstrate awareness of cultural and ethnic differences and respond accordingly • demonstrate suitable behaviour by attending to customer needs promptly and courteously, displaying tact, satisfying customer needs ethically and maintaining professional standards of dress and personal hygiene • explain cooking times and temperatures for roasting and microwaving meat to

REQUIRED SKILLS AND KNOWLEDGE

- achieve rare, medium or well done results
- provide advice on cooking methods, times, temperatures, and efficiently and courteously meet customer needs
- relay information to customer
- acknowledge complaints
- demonstrate polite and efficient telephone technique (if required)
- follow up customer enquiries
- refer customer to more experienced staff if necessary, listen and learn from colleagues
- identify and apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- operate telephone system, if required
- use *mathematical skills* relevant to the task
- use relevant *communication skills*

Required knowledge

Knowledge of:

- effects of each cooking technique on tenderness of meat
- flavours which enhance various cuts and how to achieve the flavours
- how to interact with others in an appropriate way when providing advice
- moist cooking, dry cooking and microwave cooking techniques
- serving suggestions including suitable vegetables, pasta or rice accompaniments
- properties and effects of animal fats in cooking
- which cuts are suitable for dry cooking techniques including roasting, grilling and stir-frying
- which cuts are suitable for microwave cooking techniques
- which cuts are suitable for moist cooking techniques including casseroles and stewing
- cooking times and temperatures for roasting and microwaving meat to achieve rare, medium or well done results
- storage times, temperatures and shelf life of fresh and cooked meat products
- workplace complaints policies and procedures
- relevant OH&S, regulatory and workplace requirements
- sources of information on new cooking techniques

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal workplace conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignment • verified work log or diary • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Cooking methods may include:

- baking
- barbecuing
- casseroles
- frying
- grilling
- microwaving
- roasting
- stewing
- stir-frying.

Meat cuts may include:

Beef

- boneless:
 - blade or clod
 - bolar blade
 - bottom sirloin (bottom butt)
 - bottom sirloin triangle (tripe)
 - brisket
 - brisket (deckle off)
 - brisket navel end
 - brisket pieces (deckle)
 - brisket point end
 - brisket point end (deckle off)
 - brisket point end pectoral
 - brisket point end plate

RANGE STATEMENT

- butt set
- butt tenderloin
- chuck
- chuck (square cut)
- chuck and blade
- chuck crest
- chuck eye
- chuck eye roll
- chuck roll (long cut)
- chuck tender
- cube roll (rib eye roll)
- diced beef
- d-rump
- external flank plate
- eye round
- flank plate steak tip
- flank steak
- flap meat
- fore and hind cuts mixed
- fore set
- full rump
- inside skirt
- intercostals (rib fingers)
- internal flank plate
- knuckle
- minced beef (ground)
- neck
- neck chain
- outside
- outside flat
- outside meat
- oyster blade
- red meat
- rib ends
- rib set
- rostbiff
- rump
- rump cap

RANGE STATEMENT

- shin (shank)
- shin (special trim)
- short rib meat
- silverside
- strips
- tenderloin
- tenderloin (side strap off)
- thick skirt
- thin flank or thin flank meat
- thin skirt
- top sirloin (top butt)
- topside or inside
- topside or inside (cap)
- topside or inside (cap off)
- bone in:
 - armbone shin
 - brisket
 - butt
 - butt (shank off)
 - butt (square cut)
 - foreleg
 - forequarter
 - hindquarter
 - pistola hindquarter
 - rib set
 - ribs (prepared)
 - shin or shank
 - short loin
 - short ribs
 - spare ribs
- offal:
 - brain
 - brain (skinned)
 - cheek (papillae off)
 - cheek (papillae on)
 - head meat
 - heart
 - kidney

RANGE STATEMENT

- lips
- liver
- lungs
- rumen pillars (mountain chain)
- spleen tail
- tendons
- testes
- thymus gland
- tongue (long cut)
- tongue (short cut)
- tongue (short cut - special trim)
- tongue (Swiss cut)
- tongue (Swiss cut - special trim)
- tongue root
- tongue root fillet
- tripe (honeycomb)
- tripe (raw unscalded)
- tripe (scalded)
- tripe pieces (raw unscalded)
- tripe pieces (scalded)
- weasand meat
- variety pieces:
 - body fat
 - diaphragm membrane
 - large intestine
 - ligamentum nuchae
 - membrane
 - small intestine
 - spinal cord
 - vell

Goat

- bone-in:
 - carcase
 - forequarter
 - leg (chump on)
 - loin
 - rack

RANGE STATEMENT

- short loin
 - boneless
 - eye of loin
 - forequarter
 - leg (chump on)
 - leg cuts
 - tenderloin
 - offal:
 - brain
 - head meat
 - heart
 - kidney
 - liver
 - lungs
 - pluck
 - thymus gland
 - tongue (long cut)
 - tongue (short cut)
 - tongue blade
 - tongue root
 - tripe (raw unscalded)
 - tripe (scalded)
 - spleen
- Sheep
- bone-in:
 - assorted cuts (bone-in)
 - breast and flap
 - carcase (hogget)
 - carcase (lamb)
 - carcase (mutton)
 - carcase (ram)
 - chump
 - forequarter
 - foreshank
 - hindshank
 - lamb telescoped carcase
 - leg (chump on)

RANGE STATEMENT

- leg (chump on - aitch bone removed)
- leg (chump on - shank off)
- leg (chump off)
- leg (chump off - shank off)
- leg (femur bone)
- loin
- loin end rack
- neck
- rack
- rack (frenched)
- saddle
- short loin
- shoulder
- shoulder (oyster cut)
- shoulder rack
- square cut shoulder
- trunk
- trunk meat cuts (mixed)
- boneless:
 - backstrap
 - eye of forequarter
 - eye of loin
 - eye of rack
 - eye of short loin
 - eye of shoulder rack
 - eye of shoulder or neck fillet
 - forequarter
 - knuckle
 - leg (chump on)
 - leg (chump on - shank on)
 - leg (chump on - shank off)
 - leg cuts
 - rump (lamm rost)
 - side
 - silverside
 - square cut shoulder (rolled netted)
 - tenderloin
 - tenderloin (butt)

RANGE STATEMENT

- tenderloin (butt off)
- topside
- trunk
- offal:
 - brain
 - head meat
 - heart
 - kidney
 - liver
 - lungs
 - pluck
 - thymus gland
 - tongue (long cut)
 - tongue (short cut)
 - tongue blade
 - tongue root
 - tripe (raw unscalded)
 - tripe (scalded)

Veal

- bone-in:
 - carcass
 - forequarter
 - leg (long cut)
 - leg (short cut)
 - loin
 - rack
 - shin or shank
 - short loin
 - side
- boneless:
 - assorted cuts
 - backstrap
 - blade
 - knuckle
 - leg (long cut)
 - leg (short cut)
 - leg set

RANGE STATEMENT	
	<ul style="list-style-type: none"> • loin • outside • rump • shoulder • silverside • tenderloin • thick flank • topside • offal: <ul style="list-style-type: none"> • brain • head meat • heart • kidney • liver • spleen • tail • tendons • thymus gland • tongue (long cut) • tongue (short cut) • tongue (short cut -special trim) • tongue (Swiss cut).
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • include information from several sources • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations • state and territory regulations regarding meat processing and food handling.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical and customer service standards • enterprise-specific procedures • OH&S requirements • order forms • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • work instructions.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formula and procedures.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR203C Select, weigh and package meat for sale

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select, weigh and package meat for sale.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms and meat retailing establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select requested products	1.1. Meat product requested is recognised. 1.2. Meat product is selected according to <i>workplace</i> and <i>customer requirements</i> .
2. Weigh selected products	2.1. Products are weighed according to <i>regulatory</i> , workplace and customer requirements. 2.2. Products are costed accurately. 2.3. Sale price is confirmed with customer. 2.4. Meat orders are prepared according to customer's recorded requirements. 2.5. Special, standing or repeat orders are prepared according to customer specifications.
3. Wrap and pack sales items	3.1. Items are neatly and safely wrapped or packed according to hygiene, workplace and customer requirements. 3.2. Wrapping <i>equipment</i> is used according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • identify meat products • identify the most appropriate packaging for products • prepare meat order to customer requirements • identify sub-standard products and take required action • weigh items correctly following regulatory requirements • over wrap meat items according to weather conditions and customer requirements • use wrapping materials appropriately • price items accurately according to displayed price • use, read and interpret scales, calculators, cash registers • <i>explain</i> regulatory requirements related to weighing products • work with team members

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *Occupational Health and Safety (OH&S)* and regulatory requirements
- record *mathematical* information accurately
- report equipment faults, either verbally or in writing according to workplace requirements
- seek advice from colleagues when working with new products or equipment
- use relevant *communication skills*

Required knowledge

Knowledge of:

- regulatory requirements related to weighing products
- effect of poor wrapping techniques on meat quality
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- work instructions.

Customer requirements may include:

- individually wrapped products
- packaging for freezer storage
- secure bags
- trays and over wrap plastic film.

Regulatory requirements may include:

- Export Control Act
- Federal, state and territory regulations regarding meat processing and food safety
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations.

Equipment used in wrapping and over wrapping may include:

- brown paper bags
- butcher paper
- plastic bags
- plastic wrap
- polystyrene trays
- wrapping machinery.

Explanations may:

- be completed with the assistance of others
- be directly related to own work and work area problem-solving
- be in everyday workplace language and

RANGE STATEMENT	
	<p>include mathematical language and commonly used technical terms</p> <ul style="list-style-type: none"> • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • use of calculators and computer software packages • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formulas and procedures.
<i>Communication skills</i> may	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace

RANGE STATEMENT	
include:	documentation <ul style="list-style-type: none"> • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR204C Package product using manual packing and labelling equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to package meat product by specification using manual packaging equipment. It includes the skills required to set up the packaging unit, accurately identify products and package products to meet customer requirements.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, meat retailing and food services enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set weight controls	1.1. Weight controls are set to production requirements.
2. Package <i>product</i>	2.1. Product is packaged to <i>workplace requirements</i> ensuring packs are undamaged and sealed, and coded to packing requirements where appropriate. 2.2. Packaged product is measured according to workplace requirements. 2.3. Packaged product is labelled according to workplace requirements. 2.4. Product is packaged according to <i>Occupational Health and Safety (OH&S)</i> and <i>hygiene requirements</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- select packaging *equipment* according to customer specifications and workplace requirements
- assemble the packaging unit
- check the unit to ensure cleanliness and working order
- adjust equipment settings as required for packaging instructions or schedules
- check safety features are in place
- set weight controls on *scales*
- load product according to specifications
- operate packaging equipment to package products to manufacturer's and customer specifications, workplace, OH&S and hygiene and sanitation requirements
- complete packaging records, documents and labels accurately
- identify and report faults in equipment either verbally or in writing according to workplace requirements
- work with team members or individually
- seek advice from manuals or team members before repairing faults
- use *mathematical skills* relevant to the task
- use relevant *communication skills*

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- methods of recording production
- ***regulatory requirements*** related to packaging
- features of the ***packaging unit*** (e.g. parts, safety features, start-up and shut-down procedures, possible faults and adjustments)
- production schedule

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Product may include:

- enterprise product range
- satays
- stir-fry mixes.

Workplace requirements may include:

- customer requirements
- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Equipment</i> and packaging used in wrapping or over wrapping may include:	<ul style="list-style-type: none"> • boxes • cartons • clear plastic containers • plastic wrap • polystyrene trays • wrapping machine (automatic) • wrapping machine (manual).
<i>Scales</i> may be digital or analogue.	
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formulas and procedures • use of calculators and computer software packages.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • federal, state and territory regulations regarding meat processing and food handling • relevant Australian Standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations.
<i>Packaging units</i> may include:	<ul style="list-style-type: none"> • automatic packaging and labelling equipment • manual packaging and labelling • vacuum packaging units.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR207B Use basic methods of meat cookery

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to use a range of cookery methods to prepare meat dishes.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing, food services and smallgoods operations. Cookery methods are used to prepare meat and meat dishes for sale, and in the preparation of smallgoods products. Cookery methods are also used for recommendations when selling meat.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and use <i>cooking equipment and technology</i>	<p>1.1. Appropriate equipment or technology is selected for particular cooking methods.</p> <p>1.2. Equipment is used hygienically, safely and in accordance with manufacturer's instructions.</p>
2. Use <i>methods of meat cookery</i>	<p>2.1. Various cookery methods are used correctly to prepare dishes to enterprise standard.</p> <p>2.2. Correct quantities and ratios of <i>commodities</i> are calculated for specific cookery methods.</p> <p>2.3. Cooking process is completed in a logical and safe manner.</p> <p>2.4. Problems with the cooking process are identified promptly and corrective action is taken.</p> <p>2.5. Dishes are prepared using a range of methods and current technology within acceptable enterprise time frames.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify the most appropriate cooking methods for a range of cuts of meat
- select appropriate cooking equipment
- follow recipes accurately
- apply hygiene and safety principles and procedures during the cooking process
- demonstrate safe work practices, particularly in relation to bending, lifting and using cutting implements, appliances, heated surfaces and other equipment which carry a risk of burns
- seek advice from appropriate sources when working with new products/equipment
- report equipment faults, either verbally or in writing according to workplace requirements
- work individually and with other team members
- *explain* logical and time-efficient workflow
- apply relevant *Occupational Health and Safety (OH&S), regulatory* and

REQUIRED SKILLS AND KNOWLEDGE*workplace requirements*

- use *mathematical skills* relevant to the task
- use relevant *communication skills*

Required knowledge

Knowledge of:

- effects of different cookery methods on the nutritional value of food
- underlying principles of all basic methods of meat cookery
- waste minimisation techniques and environmental considerations in relation to different cookery methods
- logical and time-efficient workflow
- use and characteristics of a range of equipment used for the required methods of meat cookery
- relevant OH&S, regulatory and workplace requirements
- major food groups, culinary terminology and equipment as they relate to the required methods of meat cookery

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p> <p>The candidate must be able to cook meat dishes using all the following cooking methods:</p> <ul style="list-style-type: none"> • boiling or simmering • stewing • braising • roasting • grilling • shallow frying.
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • quiz of underpinning knowledge • verified work log or diary • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Cooking equipment and technology</i> may include:	<ul style="list-style-type: none"> • blenders • electric, gas or induction ranges • food processors • grills and griddles • microwaves • mixers • ovens, including combi ovens • slicers • tilting frypan, brat pan.
<i>Methods of meat cookery</i> must include the following:	<ul style="list-style-type: none"> • boiling or simmering • braising • grilling • roasting

RANGE STATEMENT	
	<ul style="list-style-type: none"> • shallow frying • stewing.
<i>Commodities</i> may include:	<ul style="list-style-type: none"> • general food items such as oils, sauces, condiments and flavourings, garnishes, coatings and batters • herbs and spices • meat and poultry which may be fresh, frozen, preserved or pre-prepared, and may also include meat products such as standard cuts, sausages, hams, salamis and other meat products.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally. • include information from several sources.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • head-wear • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards.
<i>Workplace requirements</i> may	<ul style="list-style-type: none"> • enterprise-specific requirements and ethical

RANGE STATEMENT	
include:	standards <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • work instructions.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formula and procedures • use of calculators and computer software packages.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR208B Vacuum pack product in a retail operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack meat product using vacuum packaging in a retail operation.
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Application of the Unit

Application of the unit	This unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product for packaging	1.1. Product is prepared for vacuum packaging to required specifications.
2. Select packaging	2.1. Appropriately sized bag is selected for product. 2.2. Product is arranged on appropriate container.
3. Set machine requirements	3.1. Requirements in preparation for start-up of vacuum packing machine are completed to <i>workplace requirements</i> . 3.2. Machine requirements are set correctly. 3.3. Start-up procedures are followed according to workplace requirements. 3.4. Packing materials are attached and changed according to workplace requirements and product specification. 3.5. Bagged meat is placed on the vacuum packing machine or in the formed pockets as appropriate. 3.6. Open ends of bags are placed flat across the sealing bar or meat contained in pockets as appropriate. 3.7. <i>Occupational Health and Safety (OH&S), hygiene and sanitation requirements</i> are followed.
4. Operate machinery	4.1. Vacuum packaging machine is operated correctly in accordance with workplace requirements. 4.2. A variety of products are vacuum packed to customer specifications, and hygiene and sanitation, OH&S and Quality Assurance (QA) requirements, at a speed appropriate for production requirements. 4.3. Bagged cuts are left to drain. 4.4. Shut-down procedures are performed to workplace, OH&S, and hygiene and sanitation requirements.
5. Ensure quality of packaging and product	5.1. Bagged cuts are inspected for leaks and other defects. 5.2. Corrective action is taken when leaks and defects are identified according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare for vacuum packaging according to OH&S and workplace requirements
- vacuum pack bagged cuts with no leaks or defects
- *explain* defects that can occur during packaging
- clean equipment according to hygiene requirements
- work with team members
- apply relevant *regulatory* and workplace requirements
- report equipment faults, either verbally or in writing, according to workplace requirements
- seek advice from appropriate sources when working with new products or equipment
- use *mathematical skills* relevant to the task
- use relevant *communication skills*

Required knowledge

Knowledge of:

- sub-standard or contaminated product and workplace procedures for dealing with sub-standard or contaminated product
- defects that can occur during packaging
- packaging requirements
- specific OH&S requirements for vacuum packing
- purpose of vacuum packaging
- general operating principles, including start-up and shut-down procedures
- manufacturer and workplace requirements for vacuum packaging of product
- relevant regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

EVIDENCE GUIDE	
	literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • head-wear • lifting assistance • protective boot covers • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Hygiene and sanitation requirements</i> may include:</p>	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.

RANGE STATEMENT	
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formula and procedures.
<i>Communications skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR209B Undertake routine preventative maintenance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to carry out routine maintenance as agreed, in the workplace.
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Application of the Unit

Application of the unit	<p>Routine preventative maintenance is undertaken by workers in the retail, smallgoods, meat processing and food services sectors. It may relate to tasks such as:</p> <ul style="list-style-type: none"> • vehicle and equipment checks • cleaning and lubrication of equipment • adjustments and repairs to plant and equipment.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct routine check of plant and equipment	1.1. Visual checks are made of plant and equipment to detect signs of defects and damage in accordance with preventative maintenance documentation and procedures. 1.2. Requirements for the adjustments and repairs are made to plant and equipment within workplace procedures and agreements.
2. Implement routine preventative maintenance	2.1. Routine adjustments and repairs are made to plant and equipment within workplace procedures and agreements. 2.2. Greasing, lubrication and other regular servicing of plant and equipment are carried out in accordance with workplace schedules, procedures and agreements, and according to <i>maintenance instructions</i> . 2.3. Equipment is cleaned and returned to operating order after maintenance is complete. 2.4. Out-of-specification preventative maintenance is identified, rectified and/or reported. 2.5. Waste arising from preventative maintenance is collected, treated and disposed of or recycled according to company procedures. 2.6. Routine maintenance information is recorded in the company reporting system.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply isolation procedures
- conduct pre-operational checks and requirements
- calculate down time for preventative maintenance
- select, fit and use personal protective clothing and equipment
- access services used in preventative maintenance

REQUIRED SKILLS AND KNOWLEDGE

- seek advice from manuals and colleagues before working with new equipment
- prepare equipment and work area to conduct preventative maintenance
- resolve common problems in conducting preventative maintenance
- clean preventative maintenance *tools and equipment*
- observe cleaning requirements
- maintain a clean and safe work area
- rectify and report out-of-specification faulty maintenance
- apply waste handling requirements
- *report* and record maintenance information
- follow *Occupational Health and Safety (OH&S) requirements* hazards and controls
- *explain* and follow roles and relationships with others involved in planning and carrying out maintenance functions
- use *communication* and mathematical skills appropriate to the task
- work with team members when appropriate to carry out tasks and solve problems

Required knowledge

Knowledge of:

- services used in preventative maintenance
- isolation procedures
- waste handling requirements
- pre-operational checks and requirements
- cleaning requirements
- OH&S requirements hazards and controls
- common problems in conducting preventative maintenance
- operational requirements of equipment including cleaning and sanitation following servicing
- purpose of preventative maintenance and possible consequences of poor preventative maintenance
- workplace information, systems and schedules for conducting preventative maintenance
- consequences of incorrect or inadequate routine maintenance
- environmental aspects related to preventative maintenance
- impact of operating and cleaning procedures on maintenance requirements (e.g. unless product is removed from belts during cleaning, belts may not track properly)
- quality parameters to be achieved
- relationship of preventative maintenance to other work activities in the meat processing plant
- food safety factors in maintaining and servicing plant and equipment
- relevant *regulatory* and *workplace requirements*

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating or production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions and operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace project

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Maintenance instructions</i> may include:	<ul style="list-style-type: none"> manufacturer instructions and manuals regulatory requirements verbal instructions from a supervisor workplace procedures.
<i>Tools and equipment</i> used for servicing may include:	<ul style="list-style-type: none"> grease guns power tools small hand tools.
<i>Reporting</i> systems may include:	<ul style="list-style-type: none"> electronic manual data recording storage systems.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Explanations</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to self • in everyday workplace language, including some mathematical language • presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language • presented orally • routine, simple and brief.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • involve the use of communications technology • require speaking clearly and directly.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • Standard Operating Procedures (SOPs) • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR210B Make and sell sausages

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to make and sell sausages.
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Application of the Unit

Application of the unit	This unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare meat for sausages	<p>1.1. Meat is selected and weighed according to product and <i>workplace specifications</i>.</p> <p>1.2. Meat is processed in preparation for forming according to <i>product specifications</i>.</p>
2. Select ingredients for sausages	2.1. <i>Ingredients</i> are selected and weighed according to product specifications and workplace and <i>regulatory requirements</i> .
3. Combine selected ingredients	3.1. Selected ingredients are combined according to product specifications and workplace and regulatory requirements.
4. Prepare casings	<p>4.1. <i>Casings</i> are prepared according to product specifications.</p> <p>4.2. Casings are used and stored according to workplace requirements and health and hygiene requirements.</p> <p>4.3. Defective casings are identified and reported where appropriate according to workplace requirements.</p>
5. Fill casings	<p>5.1. Casings are filled to consistency required by product specifications.</p> <p>5.2. Defective product is identified and reported, where appropriate, according to workplace requirements.</p>
6. Link, tie and hang sausages	<p>6.1. Sausages are linked and tied to product specifications.</p> <p>6.2. Excess casings are trimmed according to product specifications.</p> <p>6.3. Sausages are hung or stored according to product specifications and workplace requirements.</p>
7. Prepare, operate, disassemble and clean equipment	<p>7.1. Sausage making equipment is prepared, adjusted and operated to <i>Occupational Health and Safety (OH&S)</i>, workplace and hygiene requirements, and manufacturer specifications.</p> <p>7.2. Equipment is disassembled and cleaned, and parts are stored in line with OH&S, workplace and regulatory requirements, and manufacturer specifications.</p>
8. Sell a <i>variety of sausages</i>	<p>8.1. <i>Information</i>, including cooking, storage and serving suggestions, is provided to customers on a variety of sausages.</p> <p>8.2. Sausage range is promoted to customers.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- accurately identify different species and categories of meat used in sausages
- seek advice from appropriate sources before working with new equipment or products
- operate adjustment tools and equipment
- apply *mathematical skills* relevant to the task
- make a range of at least four different varieties of sausage
- report required faults and adjustments, verbally or in writing according to workplace requirements
- *explain* cooking methods for a range of sausages, including beef, pork, Italian, veal, gourmet and game varieties
- answer customer enquiries, for at least four different varieties of sausage, relating to:
 - cooking methods
 - cooking times
 - storage
 - shelf life
 - ingredients
 - nutritional value, including fat content
- work with team members
- apply relevant OH&S requirements
- use relevant *communication skills*

Required knowledge

Knowledge of:

- sausage filler types according to power source
- materials for hanging and storing sausages
- protective covering for sausages and its purpose
- conditions under which equipment may need adjusting
- function and operation of sausage filler machines
- safe and correct operation of sausage making equipment
- cooking methods for a range of sausages, including beef, pork, Italian, veal, gourmet and game varieties

REQUIRED SKILLS AND KNOWLEDGE

- shelf life of a range of sausages, including beef, pork, Italian, veal, gourmet and game varieties
- temperature for storing a range of sausages, including beef, pork, Italian, veal, gourmet and game varieties
- filling yields of various sizes and types of casings
- purpose and storage needs of collagen casings and natural casings
- purpose and use of *processing equipment* used in making sausages
- purpose and use of ingredients used in sausage making
- relevant OH&S requirements
- ingredients used in at least four different varieties of sausage
- purposes and processes for undertaking emergency stops, machine lockouts and isolation procedures
- regulatory requirements in relation to sausage making
- procedures for cleaning sausage making equipment
- properties of correct blending of ingredients

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time under typical operating conditions.

The candidate must be able to make at least four varieties of sausages including two gourmet varieties.

Where the candidate cannot make and sell sausages in their usual place of work they must complete the requirements of the unit in an alternative work placement or in a simulated environment.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- verified work log or diary
- workplace project
- workplace referee or third-party report of

EVIDENCE GUIDE	
	<p>performance over time</p> <ul style="list-style-type: none"> demonstration with assessor. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Workplace specifications</i> may include:	<ul style="list-style-type: none"> enterprise-specific procedures and ethical standards Standard Operating Procedures (SOPs) work instructions.
<i>Product specifications</i> may relate to species of meat, which may include:	<ul style="list-style-type: none"> beef buffalo chicken emu game meat kangaroo lamb mutton pork veal.
<i>Product specifications</i> may	<ul style="list-style-type: none"> according to recipe

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • fat content, which may be measured by <ul style="list-style-type: none"> • chemical lean (CL) • visual estimation (VL) • filling yield • iced water • individual dry ingredients • length of links • method and order of blending • pre-mix • species of meat • triple or single link • type and thickness of casing.
Ingredients may include:	<ul style="list-style-type: none"> • binders • meat • phosphates • preservatives • seasonings, salt or flavourings • water.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian standards.
Casings may include:	<ul style="list-style-type: none"> • collagen casings • natural casings.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE), which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering

RANGE STATEMENT	
	<ul style="list-style-type: none"> • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Variety of sausages must include:	<ul style="list-style-type: none"> • at least two gourmet sausages • two other varieties, including: <ul style="list-style-type: none"> • beef • chicken • game • Italian • lamb • pork • veal.
Information on sausages may include:	<ul style="list-style-type: none"> • cooking methods for different varieties of sausage • dietary information, including kilojoules per average serving size • identifying allergies associated with ingredients and additives in product • identifying ingredients, additives and preservatives in meat product • interpreting nutritional panels • shelf life of different varieties of sausage • storage and handling of different varieties of sausage.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures, including clocks, scales, pressure gauges, thermometers and cash registers • routine estimations and calculations using a range of specified formulas and procedures • using calculators and computer software packages.

RANGE STATEMENT	
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to problem solving in own work and work area • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Processing equipment</i> may include:	<ul style="list-style-type: none"> • bowl or silent cutter • mincer • sausage filler.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR211B Produce and sell value-added products

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to produce and sell value-added products such as stir-fries, sprinkles, glazes, pre-marinated meat, satays, and forced, stuffed and seasoned meat. The products may be made from prepared ingredients, such as commercially-prepared marinades and ready-cut meat, or by following recipes and preparing ingredients.
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Application of the Unit

Application of the unit	This unit is applicable to meat retail and food services operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select <i>ingredients</i> for formulation of <i>value-added products</i>	<p>1.1. Ingredients are selected according to workplace recipes, policy and practice.</p> <p>1.2. Ingredients are weighed according to <i>regulatory requirements</i>.</p> <p>1.3. Unused ingredients are labelled according to <i>workplace</i> and regulatory <i>requirements</i>.</p>
2. Prepare meat, stuffings, seasonings and forcemeat for value-added products	<p>2.1. Meat is prepared according to recipes, policy and practices.</p> <p>2.2. Stuffings, seasonings and forcemeat are prepared according to recipes, policy and practices.</p>
3. Mix ingredients	<p>3.1. Ingredients are added according to recipe and product specifications.</p> <p>3.2. Ingredients are blended to achieve product consistency or substance according to recipe and product specifications.</p>
4. Produce value-added products	<p>4.1. Ingredients are added to meat according to instructions or recipe.</p> <p>4.2. Product is formulated according to product specifications and workplace, <i>hygiene and sanitation</i>, and Quality Assurance (QA) requirements.</p> <p>4.3. Product is presented according to product specifications and workplace requirements.</p> <p>4.4. Product is <i>labelled</i> according to product specifications, and regulatory and workplace requirements.</p>
5. Store products and ingredients	<p>5.1. Products are stored according to workplace and regulatory requirements.</p> <p>5.2. Ingredients are stored according to workplace and regulatory requirements.</p> <p>5.3. Shelf life of product is identified.</p> <p>5.4. Effects of ingredients on shelf life are identified.</p>
6. Sell meat product	<p>6.1. <i>Information</i>, including cooking, preparation, storage and serving suggestions, is provided to customers on meat product.</p> <p>6.2. Product is promoted to customers.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow recipes accurately
- select meat and ingredients according to recipes and workplace requirements
- measure and weigh meat and ingredients according to recipe and regulatory requirements
- perform calculations as required for production of value-added products
- **explain** permissible use of additives and ingredients in value-added products
- mix ingredients to achieve product consistency according to recipe and product specifications
- produce at least five value-added products from a minimum of three **species**
- identify quality requirements related to production of value-added products, including limits to value-adding options
- present and label products to workplace requirements
- record information, including mathematical information, accurately
- store meat and ingredients to workplace and regulatory requirements
- apply workplace, **Occupational Health and Safety (OH&S)** and hygiene requirements related to producing value-added products
- use **mathematical skills** relevant to the task (e.g. estimating measures to verify calculations)
- work effectively individually or as part of a team
- work with other team members to develop new value-added products
- use relevant **communication skills**

Required knowledge

Knowledge of:

- regulatory requirements regarding use and storage of fruit and vegetables
- shelf life of products, factors affecting shelf life and the effect of different ingredients on shelf life
- range of effects on the product and consumer of the use of both incorrect and inadequate quantities of ingredients
- permissible use of additives and ingredients in value-added products
- properties of correct blending
- use and purposes of ingredients in producing value-added products
- reasons for poor product consistency and rectify problem
- workplace, OH&S and hygiene requirements related to producing value-added products

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• effect of various ingredients on product shelf life |
|---|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time under typical operating conditions.

The candidate must demonstrate the ability to make a minimum of five different value-added products from at least three species.

Where the candidate is unable to produce the required volume of value-added products in their workplace they must complete the requirements of the unit in an alternative work placement or in a simulated environment.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace referee or third-party report of performance over time demonstration with assessor. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Ingredients</i> vary depending on the products and may include:</p>	<ul style="list-style-type: none"> brines fruit glazes marinades meat nuts satays sauces sprinkles stuffings vegetables.
<p><i>Value-added products</i> may include:</p>	<ul style="list-style-type: none"> forced, stuffed or seasoned meat products other products to recipe.

RANGE STATEMENT	
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • relevant Australian standards.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Labels may include:	<ul style="list-style-type: none"> • 'best before' date • composition labelling • directions for use and storage • list of ingredients in descending order, where necessary • mandatory warning labels • name and address of your business • name of product • nutritional panels.
Information on meat product may include:	<ul style="list-style-type: none"> • interpreting nutritional panels • identifying allergies associated with ingredients in product • identifying ingredients and preservatives in meat product • dietary information, including kilojoules per average serving size • how to handle product • how to store product • shelf life of product • cooking methods, times and temperatures • serving suggestions.
Explanations may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to problem solving in own work and work area • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally

RANGE STATEMENT	
	<ul style="list-style-type: none"> include information from several sources.
<i>Species</i> may include:	<ul style="list-style-type: none"> beef buffalo chicken emu game meat kangaroo lamb mutton pork veal.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> accurate recording of temperature, time, volume, weight and quantity in standard formats and proformas interpreting and drawing conclusions from routine charts, bar graphs and pie charts operations involving percentages, comparisons and variations reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers and cash registers routine estimations and calculations using a

RANGE STATEMENT	
	range of specified formulas and procedures <ul style="list-style-type: none"> • using calculators and computer software packages.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR212B Receive meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to receive meat product.
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Application of the Unit

Application of the unit	The unit is applicable to tradespersons in meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare delivery area	1.1. Delivery area is checked and cleaned if necessary before delivery to meet <i>workplace, regulatory, Occupational Health and Safety (OH&S)</i> , hygiene and sanitation requirements.
2. Receive <i>meat product</i>	2.1. Carcasses or cartons are weighed and checked on receipt according to the number and quality ordered. 2.2. <i>Ticketing and labels</i> are checked to ensure they comply with meat ordered. 2.3. <i>Meat quality</i> is checked according to workplace requirements. 2.4. Problems with receipts are recorded and reported according to workplace requirements.
3. Move meat product to storage	3.1. Product is moved from receipt area to storage according to workplace OH&S, regulatory and hygiene and sanitation requirements. 3.2. Product is stacked, hung or stored in cool room according to workplace, OH&S, hygiene and sanitation and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- receive incoming stock
- follow equipment and material requirements
- follow health and hygiene requirements
- follow workplace requirements
- identify and minimise safety hazards
- apply relevant OH&S and regulatory requirements
- calibrate equipment correctly
- use different types of weighing machines
- complete *documentation* for weighing and receiving goods
- *explain* the features and purpose of a stock control sheet

REQUIRED SKILLS AND KNOWLEDGE

- work individually or with others to carry out tasks
- work with diverse individuals and groups
- use *mathematical skills* relevant to the task
- use relevant *communication skills*

Required knowledge

Knowledge of:

- principles of the relevant health Acts and regulatory requirements in relation to stock control
- differences in quality of carcasses
- differences in types of *weighing machines*
- indications of meat contamination and workplace procedures for handling contamination
- storage requirements for a range of species and meat cuts
- features and purpose of a stock control sheet
- purpose of each item of data on invoices and delivery dockets
- relevant OH&S and regulatory requirements
- limits of weight individuals are allowed to carry according to legislative and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal workplace conditions.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing • state OH&S Acts.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements, which may include acceptable weight limits a person may carry • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Meat products</i> may include:	<ul style="list-style-type: none"> • carton meats • dry products, such as skins • frozen goods • pre-packaged goods • whole carcasses • sides of carcasses.
<i>Ticketing and labels</i> may include:	<ul style="list-style-type: none"> • AUS-MEAT language • other processor specification data.
Checking <i>meat quality</i> includes:	<ul style="list-style-type: none"> • abnormal condition • ageing • ante-mortem trauma • classification • colour • composition • contamination • fat colour and dimension • fat depth • muscle • post-mortem trauma • weight.
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • claim and credit forms • invoices • order forms.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally or in writing using standard formats • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for

RANGE STATEMENT	
	<p>presentation to work colleagues</p> <ul style="list-style-type: none"> • use a range of communications technology and media • use workplace, mathematical and technical language.
<i>Mathematical</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • estimating and calculating load weights and sizes of cartons and carcasses • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including scales, pressured gauges and thermometers • routine estimations and calculations using a range of specified formulas and procedures • using calculators and computer software packages.
<i>Communication</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • interacting with colleagues, superiors, customers, clients and external parties • applying mathematical skills to workplace requirements • empathising with customers and work colleagues • interpreting the needs of internal and external customers • listening and understanding, and speaking clearly and directly • reading and interpreting workplace documentation • the use of negotiation, persuasion and assertiveness skills • own work area and wider work area • sharing of information • writing to audience needs.
<i>Weighing machines</i> may include:	<ul style="list-style-type: none"> • computerised • manual.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR301C Prepare specialised cuts

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select and prepare specialised meat cuts (e.g. 'trim lamb' or 'new-fashioned pork' cuts).
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, food services and meat retailing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine customer needs	<p>1.1. Customer's needs are clarified through questioning and active listening to ensure <i>specialised cuts</i> are cut and trimmed correctly.</p> <p>1.2. Other sources of information are utilised when necessary to ensure specialised cuts meet the needs of customers.</p>
2. Select meat for specialised cuts	<p>2.1. Meat is selected in accordance with quality requirements of specialised cuts.</p> <p>2.2. Meat is selected from a minimum of two <i>species</i>.</p> <p>2.3. Meat is selected from bone-in primals</p>
3. Prepare specialised meat cuts	<p>3.1. Meat is cut according to customer and workplace requirements.</p> <p>3.2. Cuts are presented to <i>customer requirements</i>.</p>
4. Handle knife effectively	<p>4.1. Knife is handled safely, hygienically and effectively.</p>
5. Cost and price specialised cuts	<p>5.1. Specialised cuts are costed to include yield and labour costs.</p> <p>5.2. Specialised cuts are priced to meet <i>workplace requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p>Required skills</p>
<p>Ability to:</p> <ul style="list-style-type: none"> • establish customer requirements by questioning, active listening and clarifying of customer comments where applicable • seek advice from appropriate sources when developing new cuts • select and weigh meats for a range of specialised cuts • prepare specialised meat cuts to <i>Occupational Health and Safety (OH&S)</i> and hygiene requirements • identify sub-standard products and rectify as appropriate • apply <i>communication skills</i> relevant to the task

REQUIRED SKILLS AND KNOWLEDGE

- apply *mathematical skills* relevant to the task
- work individually and in a team
- *explain* food safety, Quality Assurance (QA) and product quality requirements for specialised cuts
- apply relevant OH&S and *regulatory requirements*

Required knowledge

- what specialised cuts are
- food safety, QA and product quality requirements for specialised cuts
- requirements for a range of specialised cuts according to workplace and customer requirements
- types of specialised cuts to meet customer requirements
- relevant OH&S and regulatory requirements
- why meat retailers sell specialised cuts
- why customers request specialised cuts
- costing and pricing calculations

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Candidates must be able to prepare specialised cuts from a minimum of two species.

Where the candidate does not prepare specialised cuts in their usual place of work they must complete the requirements of the unit in an alternative work placement or in a simulated environment.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Specialised cuts</i> may include:	<p>Specialised cuts may include:</p> <ul style="list-style-type: none"> • beef cuts for specialised cooking requirements (e.g. beef schnitzel, club steak, New York steak) • non-standard beef cuts listed in the AUS-MEAT Domestic Retail Beef Register • pork cuts (e.g. Heart Foundation approved, moisture infused cuts, new fashion cuts) • trim lamb and other non-standard lamb cuts • cuts not included in the enterprise's usual range of products • specific cuts requested by customers.
<i>Species</i> include:	<ul style="list-style-type: none"> • beef • lamb • pork • veal • any other species.

RANGE STATEMENT	
<i>Customer requirements</i> may include:	<ul style="list-style-type: none"> • depth of fat • level of trim • thickness or size.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • standard operating procedures (SOPs) • work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • own work and the wider work area • reading and interpreting workplace documentation.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • estimation and calculation • use of calculators and computer software packages • the use of familiar and unfamiliar complex formulas

RANGE STATEMENT	
	<ul style="list-style-type: none"> • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts, • monitoring, adjusting and calibrating of formulas, specifications, outputs and equipment • synthesising and analysing mathematical information from more than one source.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR302C Assess carcase/product quality

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assess carcase and product quality to a workplace or customer specification.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms and meat retail enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Sort and select carcase or meat product	<p>1.1. <i>Carcase</i> or <i>meat product</i> is sorted according to customer and workplace <i>specifications</i>.</p> <p>1.2. Contaminated carcasses or meat products are identified and corrective action is taken.</p> <p>1.3. Hygiene and sanitation requirements are followed in regard to selecting carcase or meat product.</p>
2. <i>Assess</i> carcase or meat product	<p>2.1. Carcase or meat product is assessed to verify that it meets <i>workplace</i> or market requirements.</p> <p>2.2. Carcase or meat product is assessed according to workplace requirements, customer specifications and industry requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- select carcase or meat product to customer and workplace requirements
- apply relevant *regulatory requirements* for slicing
- record and communicate outcomes of carcase or meat product assessment according to workplace requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- methods of assessing carcase or meat product according to specifications
- procedures for interpreting, recording and reporting mathematical and technical information such as that found on carcase tickets
- elements of the specification being utilised
- workplace, *Occupational Health and Safety (OH&S)*, and hygiene and sanitation requirements in relation to assessing and *measuring carcasses* or meat product

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- workplace observation
- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Carcase</i> may be described and recorded by:	<ul style="list-style-type: none"> • age (dentition) • butt shape • fat • sex • weight.
<i>Meat product</i> may include:	<ul style="list-style-type: none"> • carcase meat • primals (chilled, carton or product) • primals (fresh or unwrapped).
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • customer requirements • industry standards • workplace requirements.
<i>Assessing</i> or quality indicators may include:	<ul style="list-style-type: none"> • age of meat • amount of fat • colour and texture of fat • colour of meat • conformation • hygiene and sanitation requirements • maturity of animal at slaughter • meat cuts • presence of blemishes • sex • texture of meat

RANGE STATEMENT	
	<ul style="list-style-type: none"> • weight.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
Communication skills may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds, as well as colleagues, superiors, customers, clients and external parties • listening and understanding • speaking clearly and directly • sharing information • use of communications technology • own work and the wider work area • applying numeracy skills to workplace requirements • reading and interpreting workplace documentation.
Mathematical skills may include:	<ul style="list-style-type: none"> • accessing mathematical information from hot weights, labels, scale records and tags • estimating and calculating • use of calculators and computer software • own work and work area problem solving and monitoring • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Carcase may be measured</i> using:	<ul style="list-style-type: none"> • cut measure technique • fat measuring device • palpation • visual appraisal.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR303C Calculate yield of carcase or product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to calculate the yield of carcasses or meat products.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms, meat retailing and smallgoods enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Calculate yield of carcase or product as appropriate	1.1. Total weight of product is calculated and recorded according to <i>workplace requirements</i> . 1.2. All components are weighed, including carcase, primal cuts and trimmings as appropriate, according to workplace requirements. 1.3. Calculations are performed to determine yield. 1.4. Tasks are performed in accordance with <i>Occupational Health and Safety (OH&S)</i> , hygiene and workplace requirements.
2. Record yield	2.1. Yield is recorded in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • weigh whole carcase or product prior to cutting or trimming into components • estimate yield to identify and rectify inaccurate calculations • <i>explain</i> the principles of calculation of yield • work individually and with team members • apply relevant <i>regulatory</i> and OH&S requirements • use <i>communication</i> skills relevant to the task • use <i>mathematical skills</i> relevant to the task
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • principles of calculation of yield • relevant regulatory and OH&S requirements • steps in calculating yield

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competence over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing
 - work, safety or waterproof footwear
- requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to colleagues • use workplace, mathematical and technical language.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • Federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communication technology • own work and the wider work area. • reading and interpreting workplace documentation.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • estimating to confirm general accuracy of calculations • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • manual calculations • monitoring, adjusting and calibrating formula, specifications, outputs and equipment • product formulation and specification • synthesis and analysis of mathematical information from more than one source • the use of calculators and computer software packages • the use of familiar and unfamiliar complex formula.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR304C Manage stock

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to receive and rotate stock, undertake stock controls and re-order stock.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Receive <i>stock</i>	<p>1.1. Carcases or cartons are weighed or checked on receipt in accordance with the number and quality ordered.</p> <p>1.2. <i>Ticketing and labels</i> are checked to ensure they comply with <i>meat</i> ordered.</p> <p>1.3. Meat quality is checked in accordance with workplace requirements.</p> <p>1.4. Dry goods are received and checked to ensure they are in accordance with order placed.</p> <p>1.5. Problems with receivals are recorded and reported in accordance with <i>workplace requirements</i>.</p>
2. Check stock	<p>2.1. Quantity of existing stock is determined in accordance with workplace requirements.</p> <p>2.2. Meat is inspected to determine quality in accordance with health, hygiene and Quality Assurance (QA) requirements.</p> <p>2.3. State of stock is communicated promptly to supervisor or manager.</p> <p>2.4. Outdated or deteriorated stock is discarded in accordance with workplace requirements.</p> <p>2.5. Future stock needs are determined in accordance with workplace requirements.</p>
3. Participate in stocktake	<p>3.1. Stocktaking and cyclical counts are assisted with, in accordance with workplace requirements.</p> <p>3.2. Stock records <i>documentation</i> is completed in accordance with workplace stock control system.</p> <p>3.3. Discrepancies in stock are recorded and reported.</p> <p>3.4. Electronic recording equipment is operated and maintained according to manufacturer's specifications, as appropriate.</p>
4. Re-order stock	<p>4.1. Minimum stock levels are identified in accordance with workplace requirements.</p> <p>4.2. Stock requisition forms or electronic orders are completed accurately.</p> <p>4.3. Undelivered stock orders are identified on stock system and followed up without undue delay.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- receive incoming stock:
 - follow equipment and material requirements
 - follow health and hygiene requirements
 - follow workplace requirements
 - identify and minimise safety hazards
- use different types of weighing machines
- calibrate equipment correctly
- complete documentation for weighing and receipt of goods
- perform stock control tasks:
 - follow equipment and material requirements
 - follow health and hygiene requirements
 - follow workplace requirements
 - identify and minimise safety hazards
- work individually or with others to carry out tasks
- work with diverse individuals and groups
- apply relevant *Occupational Health and Safety (OH&S)* and regulatory requirements
- use relevant *communication skills*

Required knowledge

Knowledge of:

- principles of the relevant health acts and *regulatory requirements* in relation to stock control
- ageing process and the shelf life of various products
- bacterial process in ageing and deterioration of meat
- differences in quality of carcasses
- differences in types of *weighing machines*
- features and purpose of the stock control sheet
- indications of meat contamination, and workplace procedures for handling contamination
- principles and procedures of stock rotation
- procedures for meat disposal
- purpose of each item of data on invoices and delivery dockets

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• relevant OH&S and regulatory requirements |
|---|

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

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Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Stock may include:

- carton meats
- dry products, such as herbs and spices, skewers, netting, salt, flour, skins
- frozen goods
- pre-packaged goods
- whole carcasses
- sides of carcasses.

Ticketing and labels may include:

- AUS-MEAT language
- other processor specification data.

Meat is checked for:

- abnormal condition
- ageing
- ante-mortem trauma
- classification
- colour
- composition
- contamination
- fat colour and dimension
- fat depth
- muscle
- post-mortem trauma
- weight.

Workplace requirements may include:

- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work instructions.
Documentation may include:	<ul style="list-style-type: none"> • claim and credit forms • invoices • order forms.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
Weighing machines may include:	<ul style="list-style-type: none"> • computerised • manual.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR305C Meet customer needs

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify customer needs, and to use diverse sales techniques to satisfy these needs and promote the products and services of the enterprise.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMR106C	Provide service to customers

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information on products and services	<p>1.1. Customer is accurately and courteously advised on products and services which are relevant to customer requirements.</p> <p>1.2. Information is provided on handling products, <i>cooking requirements</i>, presentation to the consumer, and a <i>range of catering needs</i> as appropriate.</p> <p>1.3. Customer is offered alternative products or services, or advice on how to obtain same when requested item is not available.</p>
2. Satisfy customer needs	<p>2.1. Range of products and services is discussed with customer, which allows for informed decision making by the customer.</p> <p>2.2. Products or services are recommended to meet customer needs.</p> <p>2.3. Products or services are sold in accordance with customer's budget, preferred products and their availability.</p>
3. Deal with customer complaints	<p>3.1. Complaints and grievances are dealt with courteously and efficiently to the satisfaction of the customer.</p> <p>3.2. Customer complaints referred from other staff are dealt with according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • apply <i>communication skills</i> appropriate to the task • apply <i>mathematical skills</i> appropriate to the task • demonstrate a variety of sales techniques • <i>explain</i> different methods of cooking, times of cooking, accompanying condiments and presentation of the cooked product • provide accurate advice in a courteous manner to customers on the use of products

REQUIRED SKILLS AND KNOWLEDGE

and services

- provide advice on cooking meat products as required
- provide clear descriptions and advice to customers, demonstrating use of appropriate language and showing sensitivity to cultural differences
- suit advice to customer needs
- demonstrate awareness of cultural and ethnic differences and respond appropriately
- handle information from external clients with discretion and confidentiality
- refer customers to a more experienced team member if unable to meet their needs
- demonstrate effective interpersonal skills in providing advice to customers and when handling complaints
- work with team members
- apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*

Required knowledge

Knowledge of:

- catering needs, new lines, menus or recipes, portion requirements, cooking, carving and meat presentation
- products and services to suit customer needs
- methods of cooking, times of cooking, accompanying condiments and presentation of the cooked product
- enterprise ethical and customer service standards
- relevant OH&S, regulatory and workplace requirements
- sources of information to further meet customer needs
- products and explain how they may be cooked and served

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Where the candidate does not interact with customers in their usual place of work, they must undertake alternative work placement or simulated work experience to meet the requirements of this unit.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

- Recommended methods of assessment include:
- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Cooking requirements</i> may include:</p>	<ul style="list-style-type: none"> • composition of meat • Heart Foundation approved cuts • nutrition • recommended cooking methods • sauces and accompaniments.
<p><i>Range of catering needs</i> may include:</p>	<ul style="list-style-type: none"> • carving • cooking • meat preparation • menus or recipes • new lines • portion requirements • presentation.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • own work and the wider work area • reading and interpreting workplace-documentation.

RANGE STATEMENT	
Mathematical skills and tasks relate to own work and work area problem-solving and monitoring, and may include:	<ul style="list-style-type: none"> • estimating and calculating • the use of calculations and computer software packages • the use of familiar and unfamiliar complex formulas • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • require monitoring, adjusting and calibrating of formulas, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.
Explanations may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • head-wear • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
Workplace requirements may	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical

RANGE STATEMENT	
include:	standards <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR306C Provide advice on nutritional role of meat

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required for the provision of information regarding the role of meat in the diet to ensure the customer is able to make informed decisions regarding purchases.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Advise on general nutritive composition of meat	<p>1.1. Information is provided regarding approximate percentages of protein, fat, iron, thiamine, niacin, riboflavin and other vitamins and minerals found in meat according to the Standard Set of Food Tables.</p> <p>1.2. Information is provided on functions of six main <i>nutrients</i> required in the diet according to the Standard Set of Food Tables and Dietary Guidelines.</p>
2. Advise on methods of reducing fats from a diet which includes meat	<p>2.1. Information is provided regarding cooking methods which reduce fat.</p> <p>2.2. Information is provided on <i>meat cuts</i> which are recommended for a low-fat diet.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- acknowledge customer's presence
- greet customer
- establish customer needs by enquiring, listening and summarising
- apply *communication* skills appropriate to the task
- demonstrate suitable behaviour by attending to customer needs promptly and courteously, displaying tact, satisfying customer needs ethically, and maintaining professional standards of dress and personal hygiene
- *explain* cooking times and temperatures for roasting and microwaving meat to achieve rare, medium and well-done
- provide advice on the nutritional role of meat as appropriate
- follow up customer enquiries
- assist other staff to provide advice to customers when able
- demonstrate awareness of cultural and ethnic differences and respond appropriately
- apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- maintain currency of reference materials and information to give to customers
- refer customers to more experienced or knowledgeable staff member, when

REQUIRED SKILLS AND KNOWLEDGE

required

- relay information to customer

Required knowledge

Knowledge of:

- cooking times and temperatures for roasting and microwaving meat to achieve rare, medium and well-done
- dry cooking techniques
- major nutrients required for a healthy diet
- meat cuts which are suitable for microwave cooking techniques
- workplace customer service standards, complaints policy and procedures
- sources of information on new cooking techniques
- major nutrients found in meat
- meat cuts recommended by the National Heart Foundation

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p> <p>Where the candidate is unable to interact with customers in their usual work environment, they must undertake alternative work placement or simulation to meet the requirements of the unit.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • simulation • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to</p>

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Nutrients</i> include:	<ul style="list-style-type: none"> • carbohydrates • fats • fibre • minerals • proteins • vitamins • water.
<i>Meat cuts</i> recommended for low-fat diets include:	<ul style="list-style-type: none"> • beef (e.g. cuts trimmed of subcutaneous fat) • lamb (e.g. backstrap, tenderloin, and lean cuts trimmed of subcutaneous fat) • pork (e.g. cuts from the Heart Foundation Approved range).
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • own work and the wider work area • reading and interpreting of workplace documentation.

RANGE STATEMENT	
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • head-wear • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR307C Merchandise products and services

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to arrange and present products and services within the workplace. It includes pricing, set-up of display cabinets, stock bins, product displays, signage, ticketing, wrapping of products and merchandising strategies.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Price and weigh products for <i>display</i>	1.1. Products are accurately weighed. 1.2. Products are priced accurately to <i>workplace requirements</i> . 1.3. Price tickets are placed on products in accordance with workplace requirements. 1.4. Prices are marked on pre-packaged trays.
2. Arrange <i>meat</i> for display	2.1. Meat is trimmed for display purposes in accordance with workplace, hygiene and regulatory requirements. 2.2. Meat is arranged on trays according to workplace, hygiene and <i>regulatory requirements</i> .
3. Layout cabinets to display products and services	3.1. Meat, <i>trays</i> and other products are displayed in window and cabinets in accordance with workplace, hygiene and regulatory requirements. 3.2. Trays are laid in window to take most advantage of colour and design and in accordance with workplace, hygiene and regulatory requirements. 3.3. Meat and other products are displayed to ensure maintenance of product quality and food safety. 3.4. Cabinets and windows are regularly replenished with stock to maintain presentation. 3.5. Trays are interspersed with other products and garnishing to provide attractive display in accordance with workplace requirements, hygiene and regulatory requirements. 3.6. Layout reflects advertising and seasonal promotions.
4. <i>Maintain stock</i> presentation	4.1. Meat and other products are displayed to ensure maintenance of product quality and safety. 4.2. Cabinets and windows are regularly replenished with stock to maintain presentation.
5. Position displays for impulse buying	5.1. Key positions to place displays for maximum sales effect are identified. 5.2. Local, cultural and ethnic needs, seasons or events are identified. 5.3. Displays are planned and prepared in accordance with workplace requirements.
6. Organise signs and tickets	6.1. Signage, labels and price tickets are displayed visibly and legibly, with accurate information. 6.2. Signage, labels and price tickets are correctly

ELEMENT	PERFORMANCE CRITERIA
	placed.
7. Wrap meat and other products for display	7.1. Meat is wrapped and/or packed for display in accordance with health and workplace requirements.
8. <i>Contribute to the development of workplace marketing and merchandising strategy</i>	8.1. Workplace promotional activities are participated in. 8.2. Promotional events and strategies to be conducted within the workplace are recommended to the manager.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- plan a display:
 - follow health and hygiene requirements
 - plan a cabinet layout
 - plan window displays
 - select products to be displayed
- trim meat for display purposes
- portion products in display to increase sales of particular items
- weigh products accurately
- label products according to workplace and regulatory requirements
- mark prices on stock to match stock records
- demonstrate the effective and attractive laying out of a cabinet or window according to a pre-determined plan
- position displays to gain attention of customers
- demonstrate a range of merchandising strategies
- explain a range of advertising and seasonal promotions
- work with team members to carry out tasks
- evaluate effectiveness of display for selling products
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- use *communication skills* appropriate to the task
- use *mathematical skills* appropriate to the task

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- key positions to display products for maximum sales effect
- merchandising strategies
- methods of maintaining product quality of displays
- workplace policy for cabinet and window displays
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency in this unit must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Displays</i> may:	<ul style="list-style-type: none"> • be based on <ul style="list-style-type: none"> • customer preference, including cultural and ethnic needs • excess stock • national or local promotional campaigns • new product lines • supplier or shop specials • include <ul style="list-style-type: none"> • complementary product • condiments • dry products • fixed displays • fixtures • free standing displays and display bins • garnishes • ice • margarines and butter carvings • menu boards • signs • ticket • window displays.
<i>Workplace requirements</i> may	<ul style="list-style-type: none"> • enterprise-specific procedures

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Meat</i> may be weighed on a variety of analogue and digital weighing machines.	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
<i>Tray</i> packing may include:	<ul style="list-style-type: none"> • bulk packing • fat to left presentation • fat to right presentation • left and right presentation • pre-packing.
<i>Maintainance</i> of adequate display <i>stock</i> may include:	<ul style="list-style-type: none"> • both wet and dry products • cabinets • temperature control to meet health regulations • temperature controlled displays • window cabinets.
<i>Contribution to development of workplace marketing and merchandising strategy</i> may include:	<ul style="list-style-type: none"> • demonstrating promotional products and services • distributing pamphlets and menu ideas • idea generation • packaging.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<p><i>Communication skills</i> may include:</p>	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • own work and the wider work area • reading and interpreting workplace documentation.
<p><i>Mathematical skills</i> may include:</p>	<ul style="list-style-type: none"> • use of calculators and computer software packages may be used • estimation and calculation • use of familiar and unfamiliar complex formulas • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating of formula, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR308C Prepare and produce value-added products

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and produce more complex value added products, such as those employing pastries, dairy products or cooking. It includes preparing ingredients and following recipes. The operation of processing equipment to produce value-added products may also be required.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing and food services enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare and operate processing equipment used in producing <i>value-added products</i>	<p>1.1. Processing equipment is prepared and operated according to hygiene, and health and safety requirements.</p> <p>1.2. Faults are identified in line with manufacturer and <i>workplace requirements</i>.</p> <p>1.3. Equipment is used according to manufacturer, workplace and <i>Occupational Health and Safety (OH&S) requirements</i>.</p> <p>1.4. Start-up and shut-down procedures are performed according to manufacturer and workplace requirements.</p>
2. Clean processing equipment	2.1. Equipment is cleaned to manufacturer's, OH&S, hygiene and workplace requirements.
3. Follow recipe	3.1. Recipes are followed to prepare and produce value-added products to product specifications.
4. Select <i>ingredients</i> for formulation of value-added products	<p>4.1. Ingredients are selected in accordance with recipes, policy and practice, and <i>regulatory requirements</i>.</p> <p>4.2. Ingredients are weighed in accordance with recipe specifications and regulatory requirements.</p> <p>4.3. Ingredients are labelled according to workplace and regulatory requirements.</p>
5. Prepare meat, stuffings, seasonings and force meat for value-added products	<p>5.1. Meat is prepared according to recipes, policy and practice.</p> <p>5.2. Stuffings, seasonings and force meat are prepared in accordance with recipes, policy and practice.</p>
6. Prepare marinades, sauces, and glazes for value-added product	6.1. Marinades, sauces and glazes are prepared in accordance with recipes, policy and practice.
7. Mix ingredients	<p>7.1. Ingredients are weighed in accordance with recipe requirements.</p> <p>7.2. Ingredients are added to meat according to recipes, product specifications and regulatory requirements.</p> <p>7.3. Ingredients are blended to achieve product consistency according to recipes and product specifications.</p>
8. Produce value-added products	<p>8.1. Product is formulated according to product specifications.</p> <p>8.2. Product is presented according to product specifications and policy and procedures.</p>

ELEMENT	PERFORMANCE CRITERIA
	8.3. Pastry types are used correctly to recipes and workplace requirements. 8.4. Meat is skewered according to recipes and workplace requirements.
9. Store products and ingredients	9.1. Product is stored according to workplace and regulatory requirements. 9.2. Ingredients are stored according to workplace and regulatory requirements. 9.3. Shelf life of products is identified and appropriate action taken. 9.4. Effects of ingredients on shelf life are identified and appropriate action taken.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- make adjustments to equipment when necessary according to manufacturer's, workplace and OH&S requirements
- **describe** shelf life of products, factors affecting shelf life and effects of different ingredients on shelf life
- **explain** the permissible use of additives and ingredients in value-added products
- identify suitable alternatives from existing stock where quantities of required ingredients are not available, as applicable
- work with team members to develop new value-added products
- identify sub-standard product and rectify appropriately
- label value-added products according to workplace and regulatory requirements
- provide advice to customers on ingredients in value-added products
- seek advice on new recipes and products from appropriate sources
- use **communication skills** appropriate to the task
- use **mathematical skills** as required for production of value-added products
- estimate measures to verify calculations

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- regulatory requirements regarding use and storage of fruit and vegetables
- shelf life of products, factors affecting shelf life and effects of different ingredients on shelf life
- range of effects on the product and on consumer health of the use of incorrect and inadequate quantities of ingredients
- properties of correct blending
- purpose and use of processing equipment in the preparation of value-added products
- use and purpose of stuffings, seasoning and force meat in producing value-added products
- use and purposes of ingredients in producing value-added products
- quality requirements related to production of value-added products
- effect of various ingredients on product shelf life
- procedures for cleaning processing equipment
- workplace, OH&S and hygiene requirements related to producing value-added products

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p> <p>The candidate must be able to produce value-added meat products from a minimum of three species, using pastry, fresh produce, dried herbs and spices and marinades.</p> <p>Where the candidate does not produce value-added products in their usual place of work they must complete the requirements of the unit in an alternative work placement or in a simulated environment.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace assignment • workplace referee or third-party report of

EVIDENCE GUIDE	
	<p>performance over time.</p> <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Value-added products</i> may include:	<ul style="list-style-type: none"> • beef wellington • fillet mignon • goldfield racks with camembert • pastry meat products • tornadoes (e.g. pork and apple) • veal cordon bleu.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Ingredients vary depending on the products and may include:	<ul style="list-style-type: none"> • brines • fruit • glazes • marinades prepared from a recipe • meat • nuts • pastry (e.g. filo, shortcrust, puffed, flaky) • satays • sauces • skewers • sprinkles • stuffings prepared from a recipe • vegetables.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
Descriptions and explanations may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.

RANGE STATEMENT	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communication technology • own work and the wider work area • reading and interpreting workplace documentation.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • estimating and calculating • the use of calculators and computer software packages • the use of familiar and unfamiliar complex formula • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating formula, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR309C Prepare, roll, sew and net meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to roll, sew and net meat.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing, food services and smallgoods enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>meat for rolling, sewing and netting</i>	1.1. Meat is prepared for rolling, sewing and netting according to <i>workplace</i> , hygiene, Occupational Health and Safety (OH&S) and Quality Assurance (QA) requirements.
2. Roll meat	2.1. Meat is rolled according to product and customer specifications, workplace, hygiene and QA requirements.
3. Sew, net and <i>tie</i> meat	3.1. Meat is sewn, netted and tied according to workplace, OH&S, hygiene and QA requirements, and product and customer specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- *explain* meat preparation for rolling
- operate netting machines
- roll, tie, sew and net meats to accepted workplace standard
- use different techniques to tie meat
- identify sub-standard products and rectify
- work individually and with team members
- apply relevant **regulatory requirements**
- seek advice from appropriate sources, as necessary, when working with new products
- use **communication** and mathematical skills appropriate to the task
- work with team members to develop new products

Required knowledge

Knowledge of:

- use of netting
- meat preparation for rolling
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace assignment
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Meat used for rolling, sewing and netting may include:

- beef (e.g. brisket, rib sets and loins)
- pork (e.g. forequarters, foreloins, loins, legs, belly or spring)
- sheep (e.g. shoulders, forequarters, loins, breasts and legs).

Workplace requirements may include:

- enterprise-specific requirements
- Standard Operating Procedures (SOPs)
- work instructions.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs
- OH&S legal requirements
- Personal Protective Equipment (PPE) which may include:
 - coats and aprons
 - ear plugs or muffs
 - eye and facial protection
 - head-wear
 - lifting assistance
 - mesh aprons
 - protective boot covers
 - protective hand and arm covering
 - protective head and hair covering
 - uniforms
 - waterproof clothing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Tying</i> may include:	<ul style="list-style-type: none"> • netting • sewing • skewering • string tying.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communication technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • own work and the wider work area • reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR310C Bone and fillet poultry

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually bone and fillet poultry.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare work bench for use	1.1. Work bench is cleared of other species and products. 1.2. Work bench is cleaned in accordance with <i>hygiene</i> and <i>workplace requirements</i> .
2. Bone <i>poultry</i>	2.1. Poultry is secured for boning. 2.2. Poultry is <i>boned</i> to maximise yield using hand knives to workplace and hygiene requirements.
3. Separate poultry into <i>bone-in products</i>	3.1. Poultry is secured for cutting. 3.2. Poultry is separated into a range of bone-in products to workplace and hygiene requirements.
4. Identify and separate contaminated product	4.1. Product is checked for contamination and non-compliance to workplace and hygiene requirements. 4.2. Contaminated or non-compliant product is separated and corrective action is taken.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- cut product according to workplace, *Occupational Health and Safety (OH&S)* and hygiene requirements
- demonstrate correct cutting, slicing and trimming techniques
- demonstrate cutting lines to produce cuts to workplace requirements
- demonstrate safe and effective knife skills
- bone poultry safely, effectively, and with consideration for maximising yield
- demonstrate the ability to work with team members
- *explain* hygiene requirements specific to poultry (e.g. salmonella risk)
- operate and clean *equipment* according to workplace requirements
- remove defects from products according to workplace, hygiene and *regulatory requirements*
- use *communication* skills appropriate to the task

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- hygiene requirements specific to poultry (salmonella risk)
- boning procedure
- OH&S implications of the slippery and moist nature of poultry

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace assignment • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Hygiene requirements may include:

- hygiene requirements specific to poultry
- relevant government regulations
- workplace requirements.

Workplace requirements may include:

- enterprise-specific requirements
- Standard Operating Procedures (SOPs)
- work instructions.

Poultry may include:

- chickens
- ducks
- geese
- pheasant
- quail
- turkeys.

Boned products may include:

- breast fillets
- tenderloins
- thigh fillets
- trimmings.

Bone-in products may include:

- breasts
- drumsticks
- lovely legs
- marylands
- mini-drummies
- thighs
- wings.

RANGE STATEMENT	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs/muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>Equipment</i> may include boning cones.	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant Australian Standards • state and territory regulations regarding meat processing and food handling.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • relate to own work and the wider work area

RANGE STATEMENT	
	<ul style="list-style-type: none"> reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR311C Cost and price meat products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to calculate the cost of and set prices for meat and meat products.
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Application of the Unit

Application of the unit	This unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Cost <i>product</i>	1.1. Cost price of product is calculated.
2. Price product to achieve business <i>goals</i>	2.1. Prices are calculated to achieve enterprise sales, stock and profitability targets.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- alter electronic scales to show correct sales price
- apply *mathematical skills* appropriate to the task
- calculate margins required to return gross profit targets
- calculate product cost price based on invoice price and cost price based on yield
- calculate sale price to achieve required return according to enterprise targets and goals
- *explain* concepts of 'break even point', and 'gross' and 'net profit' margins
- apply relevant *Occupational Health and Safety (OH&S), regulatory* and *workplace requirements*
- identify *overhead cost per kilogram*
- mark ticket prices to show correct sales price
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- concepts of 'break even point', and 'gross' and 'net profit' margins
- reasons for prices calculated to achieve more than or less than gross profit margin
- relevant OH&S, regulatory and workplace requirements
- elements contributing to the total cost of the product (total cost of purchase, preparing or selling product)

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • simulation • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Product may include:

- Bone-in, bone out, sliced or trimmed meat
- smallgoods
- value-added products.

Targets and ***goals*** may include:

- customer targets including return custom, average purchase per customer, specific product purchase
- market share
- returns and profits , including variable net or gross profit margins on selected items and total product range
- stock targets including product mix ratios and levels, sale of surplus product or stock.

Mathematical skills may include:

- the use of calculators and computer software packages
- estimation and calculation
- the use of familiar and unfamiliar complex formula
- product formulation and specification
- interpretation and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts
- monitoring, adjusting and calibrating formula, specifications, outputs and equipment
- synthesis and analysis of mathematical information from more than one source.

RANGE STATEMENT	
Explanations may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
Gross profit is based on fixed and variable overheads (including wages and salaries, sole proprietor drawings) and net profit requirements of the business.	
Gross profit is based on:	<ul style="list-style-type: none"> • fixed and variable overheads, including wages and salaries, sole proprietor drawings, and net profit requirements of the business.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • head-wear • mesh aprons • protective boot covers • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • standard operating procedures (SOPs) • work instructions.
Overhead cost per kilogram may be calculated using:	<ul style="list-style-type: none"> • total purchase weight or actual weight of meat sold.

RANGE STATEMENT	
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communication technology • own work and the wider work area • reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR312C Prepare portion control to specifications

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break and prepare carcasses and primal cuts to a portion control specification. The products are cut to meet the specifications of the hospitality industry, including restaurants, hotels or airlines.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Slice primal cuts to <i>portion control</i> specifications	1.1. Cuts are selected to <i>customer specifications</i> to maximise yield. 1.2. Cuts are sliced to specified weight tolerances and for maximum yield. 1.3. Cuts are sliced to <i>workplace, hygiene</i> and Quality Assurance (QA) requirements.
2. Handle knife effectively	2.1. Knife is handled safely, hygienically and effectively.
3. Package and label cuts to specifications	3.1. Cuts are packaged to customer specifications and workplace requirements. 3.2. Cuts are labelled to customer specifications and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- select primal cuts for maximum yield and suitability to portion control specification
- demonstrate cutting, slicing and trimming techniques to workplace requirements and customer specifications for a minimum of two *species*
- demonstrate safe use of bandsaw, as required
- demonstrate sorting procedures to gain maximum yield
- explain and demonstrate hygiene standards and procedures for preparing portion control cuts
- explain and demonstrate QA standards and procedures for preparing portion control cuts
- slice portions evenly
- apply *mathematical skills* relevant to the task
- *explain* and demonstrate correct procedure for achieving and maintaining weights while cutting
- identify sub-standard product and rectify appropriately
- demonstrate the ability to listen actively and ask questions to confirm

REQUIRED SKILLS AND KNOWLEDGE

- understanding when customers are explaining new cuts and/or specifications
- work with team members
- explain and demonstrate sorting procedures for achieving and maintaining weights while cutting to gain maximum yield
- apply *Occupational Health and Safety (OH&S)* and *regulatory requirements*
- use *communication skills* relevant to the task

Required knowledge

Knowledge of:

- correct procedure for achieving and maintaining weights while cutting
- hygiene standards and procedures for preparing portion control cuts
- QA standards and procedures for preparing portion control cuts
- sorting procedures for achieving and maintaining weights while cutting to gain maximum yield
- pre-portioning processes
- criteria for selection of meat to suit specification
- hygiene requirements for preparation of cuts
- portion specification
- quality requirements for preparation of cuts
- relationship between primal cut size, dimensions, order specification and yield
- value of off-cuts
- OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Candidates must be able to demonstrate cutting, slicing and trimming techniques to workplace requirements and customer specifications for a minimum of two species.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- verified work log or diary
- workplace assignment
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Portion control</i> cuts may include:	<ul style="list-style-type: none"> • blade or clod • cube roll • fillet or tenderloin • round or flank • rump • striploin • topside or inside.
<i>Customer specifications</i> may include:	<ul style="list-style-type: none"> • level of trim • packaging specifications • size per unit or cut • thickness • weight per unit or cut.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • Standard Operating Procedures (SOPs) • work instructions.
<i>Hygiene</i> and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Species</i> must be selected from the following:	<ul style="list-style-type: none"> • cattle • goats • pigs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • sheep.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • use of calculators and computer software packages • estimation and calculation • the use of familiar and unfamiliar complex formula • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating formula, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coat and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear

RANGE STATEMENT	
	<ul style="list-style-type: none"> requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing and food handling hygiene and sanitation requirements relevant Australian Standards.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties. speaking clearly and directly the use of communication technology own work and the wider work area reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR313C Bone game meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bone game meat.
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Application of the Unit

Application of the unit	This unit is applicable to boning room and meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Bone <i>game meat</i>	<p>1.1. Game meat is boned to customer specifications and <i>workplace requirements</i>.</p> <p>1.2. Task is performed to <i>Occupational Health and Safety (OH&S)</i>, <i>hygiene</i> and Quality Assurance (QA) requirements.</p>
2. Handle knife effectively	2.1. Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify the main parts of the carcase
- demonstrate equipment used to bone carcase
- work individually and with team members
- apply relevant *regulatory requirements*
- use *communication* skills appropriate to the task

Required knowledge

Knowledge of:

- different methods of boning
- equipment used to bone carcase
- relevant regulatory requirements
- main parts of the carcase

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- simulation
- verified work log or diary
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Game meat</i> may include:	<ul style="list-style-type: none"> • crocodile • deer • emu • goat • kangaroo • ostrich • quail • wallaby.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • standard operating procedures (SOPs) • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing and food handling • hygiene and sanitation requirements • relevant Australian Standards.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • speaking clearly and directly • the use of communications technology • own work and the wider work area • reading and interpreting workplace documentation.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMR314B Order stock in a meat enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to order stock while working under the supervision of the store buyer in a meat enterprise.
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Application of the Unit

Application of the unit	<p>This unit is applicable to the retailing, processing and smallgoods sectors of the meat industry. Employees may be involved in the ordering of stock such as:</p> <ul style="list-style-type: none"> • cleaning materials • food preparation requirements • meat products • packaging • Personal Protective Equipment (PPE) supplies and safety equipment • rendering materials.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Process order	<p>1.1. Orders for stock are processed or raised as requested according to <i>workplace requirements</i>.</p> <p>1.2. Ordering and recording system is accurately maintained according to workplace requirements.</p> <p>1.3. Orders and delivery requirements are recorded accurately and filed for retrieval according to workplace procedures.</p>
2. Follow up order	<p>2.1. Delivery process is monitored to meet agreed deadlines.</p> <p>2.2. Routine supply problems are handled or referred to management as required by workplace requirements.</p> <p>2.3. Continuous liaison with buyers and suppliers is maintained to ensure continuity of supply.</p> <p>2.4. Stock is distributed according to workplace allocation.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply *problem-solving skills* where necessary
- work with team members and individually
- demonstrate *communication* and *mathematical skills* in regard to:
 - maintaining delivery and supply records
 - maintaining stock ordering and recording system
 - processing or raising stock orders
 - stock distribution records
- apply workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock

REQUIRED SKILLS AND KNOWLEDGE

- workplace merchandising and marketing
- apply relevant *Occupational Health and Safety (OH&S)* and *regulatory requirements*

Required knowledge

Knowledge of:

- workplace requirements in regard to:
 - current and future stock levels
 - existing suppliers
 - quality control procedures and requirements
 - range of stock
 - workplace merchandising and marketing
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- simulation
- workplace project
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • hygiene and sanitation requirements • staff training policies and procedures • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions • workplace merchandise and marketing policies • working with local, national or international suppliers.
<p><i>Problem-solving skills</i> may involve:</p>	<ul style="list-style-type: none"> • applying a range of strategies to problem-solving • developing practical and creative solutions to workplace problems • identifying opportunities that might not be

RANGE STATEMENT	
	<p>obvious to others</p> <ul style="list-style-type: none"> • showing independence and initiative in identifying problems • solving problems individually or in teams • testing assumptions and taking context into account • using numeracy skills to solve problems.
<i>Communication</i> may involve:	<ul style="list-style-type: none"> • applying negotiation and persuasion skills • being appropriately assertive • empathising • interpreting needs of internal or external customers • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly • sharing information • working with diverse individuals and groups • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • estimation and calculation • the use of calculators and computer software packages • the use of familiar and unfamiliar complex formula • own work and work area problem-solving and monitoring • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating formula, specifications, outputs and equipment • synthesis and analysis of mathematical information from more than one source.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR315B Calculate and present statistical data in a meat enterprise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to calculate and present statistical information commonly used in meat enterprises.
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Application of the Unit

Application of the unit	<p>Skills to calculate and present statistical data are used widely throughout the retail and smallgoods sectors of the meat industry, for example:</p> <ul style="list-style-type: none"> • calculating and presenting production statistics • calculating consumption and replacement requirements of gloves, caps and other personal protective equipment • calculating quantities • preparing process control data and sheets.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Design and complete statistical tables and charts	<p>1.1. <i>Frequency tables and charts</i> are designed to record and present statistical information.</p> <p>1.2. Statistical tables and charts are analysed to provide a description and interpretation of their contents.</p>
2. <i>Calculate</i> measures of central tendency	2.1. <i>Measures of central tendency</i> are calculated and used to explain the average of a set of data.
3. Calculate measures of dispersion	3.1. <i>Measures of dispersion</i> are calculated and used to explain the pattern of variation of data.
4. <i>Graph</i> statistical data	<p>4.1. Graphs are structured to <i>present meat processing data</i> in a form suitable for analysis and interpretation.</p> <p>4.2. Meat processing performance and trends are interpreted from graphs.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- accurately calculate averages, average range and standard deviation
- consistently use estimation processes
- consistently use mathematical processes
- consistently use mathematical symbols and diagrams
- consistently prepare and interpret statistical charts and tables including frequency charts and tables.
- consistently prepare and interpret graphs
- apply relevant *Occupational Health and Safety (OH&S), regulatory and workplace requirements*
- use relevant *communication skills*

Required knowledge

Knowledge of:

- estimation processes

REQUIRED SKILLS AND KNOWLEDGE

- mathematical processes
- mathematical symbols and diagrams
- purpose and structure of statistical charts and tables including frequency charts and tables
- purpose and structure of graphs
- purpose of calculating averages
- purpose of measuring the dispersion of values
- relevant OH&S, regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under typical operating conditions for the enterprise and within the parameters of the role and responsibilities.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions or in a simulated environment.

Resources may include:

- a real work environment
- calculations as required
- conversion charts used in the workplace
- formulae to calculate mean, mode and median, range and standard deviation
- relevant documentation such as:
 - manufacturer's instructions and operations manuals
 - regulatory requirements
 - work procedures including advice on safe work practices, food safety and environmental

EVIDENCE GUIDE	
	<p>requirements</p> <ul style="list-style-type: none"> • workplace policies and procedures • relevant equipment and materials • statistical process control charts or similar records • work tasks requiring calculation of averages and deviation • workplace forms, documents, charts and graphs used for recording data.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • simulation • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Frequency tables and charts</i> may include:</p>	<ul style="list-style-type: none"> • histograms • pie charts • statistical tables.

RANGE STATEMENT	
Calculations may be:	<ul style="list-style-type: none"> made manually or by calculator.
Measures of central tendency (averages) include:	<ul style="list-style-type: none"> mean mode median.
Measures of dispersion include:	<ul style="list-style-type: none"> range and standard deviation.
Graphs may be:	<ul style="list-style-type: none"> designed manually or through the use of computer-based systems.
Meat processing data is presented in accordance with:	<ul style="list-style-type: none"> company procedures industrial awards and agreements legislative requirements licensing requirements.
OH&S requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards state and territory regulations regarding meat processing.
Workplace requirements may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements Quality Assurance (QA) requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR316B Utilise the Meat Standards Australia system for beef to meet customer requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the skills and knowledge required to utilise the Meats Standards Australia (MSA) system in order to improve demand for beef products and achieve an associated shift in price and volume.</p> <p>Participants in the MSA program must be licensed to use the Trade Mark and Certified products.</p>
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Application of the Unit

Application of the unit	<p>This unit is suitable for people working in food services, boning rooms or meat retailing enterprises.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement the <i>MSA system</i>	1.1. MSA grading system is described. 1.2. Factors that affect eating quality are identified. 1.3. Product is cut correctly for each approved cooking method. 1.4. Product categories in line with AUS-MEAT and <i>MSA requirements</i> are identified.
2. Describe the <i>licensing requirements</i> for an MSA end user	2.1. MSA Standards Manual for Trade Mark Usage is used appropriately. 2.2. Carton end panels and butcher body labels are interpreted accurately. 2.3. MSA customer complaint system is described.
3. Explore increased value through the seaming out of primals	3.1. Beef primals and sub-primal cuts are identified. 3.2. Beef primals are value-added by seaming into individual muscles. 3.3. Product is prepared according to MSA approved eating quality and cooking methods.
4. Investigate potential profits through seaming of primals into sub-primals	4.1. Variation in yield differences between preparing product traditionally versus value-adding through seaming is investigated. 4.2. Gross profit of preparing product traditionally versus value-adding through seaming is investigated. 4.3. Differences in portion sizes between traditionally prepared product and value-added product are demonstrated.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • seam the following primals into muscles: <ul style="list-style-type: none"> • blade • knuckle

REQUIRED SKILLS AND KNOWLEDGE

- rump
- investigate gross profit percentages of selling primal cuts seamed versus traditionally sliced
- work effectively as an individual and as part of a team
- demonstrate active listening in relation to customer complaints
- complete an MSA customer complaint form and provide all necessary information
- apply relevant *Occupational Health and Safety (OH&S)*, *regulatory* and *workplace requirements*
- use relevant *communication skills*

Required knowledge

Knowledge of:

- differences between the MSA grading system and other international grading systems
- key elements of the MSA program
- relationship between pricing and eating quality
- taste test panel system on which the MSA is based
- relevant OH&S, regulatory and workplace requirements
- primals that have variable eating quality
- sources of information on the MSA program
- failure rate of beef
- MSA approved cooking methods and describe their preparation requirements
- value-added options using muscle seaming
- variables that impact on eating quality

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • simulation • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be</p>

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>MSA system</i> may include:	<ul style="list-style-type: none"> • carcasses that have been graded in accordance with the MSA Standards Manual for Processors • approved primals or portions from MSA carcasses that were graded in accordance with the MSA Standards Manual for MSA Processors.
<i>MSA requirements</i> include:	<ul style="list-style-type: none"> • MSA Standards Manual for Saleyard Consignment • MSA Standards Manual for Processors • MSA Standards Manual for Trade Mark Usage.
<i>Licensing requirements</i> include:	<ul style="list-style-type: none"> • that the enterprise must be MSA licensed and the system must be maintained at all times if claims are being made against the MSA trade mark.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • state and territory regulations regarding meat processing.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR317B Cure, corn and sell product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to cure, corn and sell various meat products.
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Application of the Unit

Application of the unit	This unit is suitable for all sectors of the meat industry. Smallgoods and value-adding establishments may prepare product for wholesale customers, meat retail establishments and retail customers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare , operate and clean processing equipment used for curing and corning product	1.1.Processing equipment is prepared according to manufacturer specifications , and Occupational Health and Safety (OH&S) , hygiene and workplace requirements . 1.2.Processing equipment is operated according to manufacturer specifications, and OH&S, hygiene and workplace requirements. 1.3.Processing equipment is cleaned according to manufacturer specifications, and OH&S, hygiene and workplace requirements.
2. Prepare meat	2.1.Meat is selected according to product specifications. 2.2.Meat is prepared according to product specifications, and hygiene and workplace requirements.
3. Prepare ingredients	3.1.Ingredients are selected and prepared according to product specifications, and hygiene and workplace requirements.
4. Prepare brines	4.1.Required amount of water and other liquid and solid additives are added in correct order and mixed according to product specifications, and hygiene and workplace requirements. 4.2.Brine solutions are prepared according to product specifications, and hygiene and workplace requirements. 4.3.Hydrometer (salinometer) is used to check brine solution.
5. Process meat	5.1.Meat is cured or corned according to product specifications, health regulations and workplace requirements at a speed appropriate for production requirements. 5.2.Processing is regularly monitored. 5.3.Adjustments are made to processing as required to achieve product specifications.
6. Store meat product	6.1.On completion of processing, product is stored according to product specifications, and hygiene, regulatory and workplace requirements.
7. Sell meat product	7.1. Information , including cooking, storage and serving suggestions, is provided to customers on meat product. 7.2.Product is promoted to customers.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- activate processing equipment to assess its readiness for operational use
- follow recipes and procedures accurately
- *explain* the curing and corning processes for a variety of meat products
- mix curing ingredients for required length of time
- perform running adjustments according to workplace requirements and manufacturer specifications
- pump meat to increase original weight according to workplace requirements
- pump meat correctly to avoid air pockets
- demonstrate the correct pickling procedure, according to product specifications and workplace requirements
- perform curing and corning according to workplace, OH&S, hygiene and regulatory requirements
- wash residue from cured meats following removal from holding brine
- identify sub-standard product and address the problem according to workplace requirements
- operate adjustment tools and equipment correctly
- seek advice from appropriate sources when working with new products or equipment
- report any faults and adjustments required to processing equipment, either verbally or in writing, according to workplace procedures
- use tools and cleaning agents appropriate to the cleaning activity and manufacturer specifications
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- the term 'osmosis' in relation to the curing process
- different salts, cures and brines used in the curing process

REQUIRED SKILLS AND KNOWLEDGE

- conditions under which equipment may need adjusting
- function of various additives and ingredients
- purpose and effect of brine on meat
- safe and correct operation of processing equipment
- health regulations that apply to curing and corning meats
- curing and corning processes for a variety of meat products
- effects of curing on shelf life and taste of product
- purpose and use of processing equipment used in curing and corning products
- purpose of correct water temperature and correct additive sequence
- reasons for pickling to correct pump percentage and yield requirements
- selection criteria for meat for the curing or corning process
- relevant regulatory requirements
- meat cuts used in curing and corning
- various ingredients for curing meat and their use and purpose
- maximum amount of nitrite allowed in cured, corned or salted meats
- procedures for cleaning processing equipment

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time under typical operating conditions.

Where the candidate does not cure or corn meat product in their usual place of work they must complete the requirements of the Unit in an alternative work placement or in a simulated environment.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions or in a simulated environment.

Resources may include:

- real work environment
- relevant documentation, such as:
 - manufacturer instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

EVIDENCE GUIDE	
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • simulation • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Preparing of equipment includes:	<ul style="list-style-type: none"> • programming automatic machines to specifications, where applicable.
Equipment and machinery used in processing may include:	<ul style="list-style-type: none"> • automatic injector machine (Injectomat) • massagers • pumping equipment.
Product may include:	<ul style="list-style-type: none"> • beef (e.g. brisket, silverside and tongue) • game meat • lamb (e.g. legs and tongue) • mutton • pork (e.g. hand and spring)

RANGE STATEMENT	
	<ul style="list-style-type: none"> veal.
<i>Specifications</i> may vary according to:	<ul style="list-style-type: none"> customer and workplace requirements.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) performing the task to production requirements work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption federal, state and territory regulations regarding meat processing.

RANGE STATEMENT	
Information on meat product may include:	<ul style="list-style-type: none"> • dietary information, including kilojoules per average serving size • identifying allergies associated with cures, brines and salts used in product • identifying ingredients and preservatives in meat product • interpreting nutritional panels • recommendations for alternative products.
Explanations may:	<ul style="list-style-type: none"> • be presented orally or in writing using standard formats • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use a range of communications technology and media • use workplace, mathematical and technical language.
Communication skills may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds, and with colleagues, superiors, customers, clients and external parties • empathising with customers and work colleagues • interpreting the needs of internal and external customers • listening and understanding, and speaking clearly and directly • reading and interpreting workplace documentation • the use of negotiation, persuasion and assertiveness skills • own work area and wider work area • sharing of information • writing to audience needs.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons

RANGE STATEMENT	
	and variations <ul style="list-style-type: none"> • reading and interpreting analogue and digital measures, including scales, pressured gauges and thermometers • routine estimations and calculations using a range of specified formulas and procedures • using calculators and computer software packages.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR318B Assess and sell poultry product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to assess and sell poultry product.
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Application of the Unit

Application of the unit	The unit is applicable to meat retail operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify <i>poultry cuts</i>	1.1. Poultry cuts are identified by cut name and <i>species</i> according to <i>specifications</i> and <i>workplace requirements</i> .
2. Sort and select poultry product	2.1. Poultry product is sorted according to customer and workplace specifications. 2.2. Poultry cuts are selected by cut name and species according to workplace requirements. 2.3. Contaminated product is identified and corrective action is taken. 2.4. Hygiene and sanitation requirements are followed in regard to selecting product.
3. <i>Assess</i> poultry product	3.1. Product is assessed for shelf life expectancy. 3.2. Product is assessed according to workplace requirements, customer specifications and industry requirements.
4. Identify and separate contaminated product	4.1. Product is checked for contamination and non-compliance to workplace and hygiene requirements. 4.2. Contaminated or non-compliant product is separated and corrective action is taken.
5. Sell poultry product	5.1. <i>Information</i> , including cooking, storage and serving suggestions, is provided to customers on poultry products. 5.2. Product is promoted to customers.
6. Store poultry product	6.1. Poultry is stored according to hygiene and sanitation, regulatory and workplace requirements. 6.2. Poultry is stored under correct conditions and temperatures to maintain quality, extend shelf life, and maximise appearance and eating quality.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- identify poultry cuts according to label on cartons as appropriate
- select cuts correctly by species and cut according to workplace requirements
- select poultry to customer and workplace requirements
- identify cuts correctly by species and cut, according to workplace specifications
- remove defects from products according to workplace, hygiene and regulatory requirements
- record and communicate outcomes of poultry product assessment according to workplace requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements in relation to selling poultry
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- normal causes of contamination of poultry
- hygiene requirements specific to poultry (e.g. salmonella risk)
- methods of assessing poultry according to specifications
- legislation regarding growth promotants in poultry
- OH&S implications of the slippery and moist nature of poultry
- difference between growth promotants and antibiotics
- difference between organic, free range and conventional poultry products
- procedures for interpreting, recording and reporting mathematical and technical information, such as that found on carton labels
- workplace, *Occupational Health and Safety (OH&S)*, and hygiene and sanitation requirements in relation to assessing poultry
- relevant *regulatory requirements* in relation to selling poultry

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal workplace conditions or in a simulated environment.

Method of assessment

Recommended methods of assessment include:

- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be

EVIDENCE GUIDE	
	higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Poultry cuts</i> may include:	<ul style="list-style-type: none"> • boned products: <ul style="list-style-type: none"> • breast fillets • tenderloins • thigh fillets • trimmings • bone-in products: <ul style="list-style-type: none"> • breasts • drumsticks • lovely legs • marylands • mini-drummies • thighs • wings.
<i>Species</i> may include:	<ul style="list-style-type: none"> • chickens • ducks • geese • pheasant • quail • turkeys.
<i>Specifications</i> may include:	<ul style="list-style-type: none"> • customer requirements • industry standards • workplace requirements.

RANGE STATEMENT	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures and ethical standards • Standard Operating Procedures (SOPs) • work instructions.
Assessing or quality indicators may include:	<ul style="list-style-type: none"> • colour and texture of fat • colour of meat • conformation • estimated shelf life • hygiene and sanitation requirements • presence of blemishes • texture of meat • weight.
Information on product may include:	<ul style="list-style-type: none"> • dietary information, including kilojoules per average serving size • cooking methods suitable for various products • legislation regarding the use of growth promotants for poultry • identifying allergies associated with ingredients in product • identifying ingredients and preservatives in poultry product • interpreting nutritional panels • nature of organic, free range and conventional poultry product • storage and shelf life.
Communication skills may include:	<ul style="list-style-type: none"> • interacting with colleagues, superiors, customers, clients and external parties, and people from a range of cultural, social and ethnic backgrounds • empathising with customers and work colleagues • interpreting the needs of internal and external customers • listening and understanding, and speaking clearly and directly • reading and interpreting workplace documentation • the use of communications technology • the use of negotiation, persuasion and assertiveness skills • own work area and wider work area

RANGE STATEMENT	
	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • sharing of information • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accessing mathematical information from hot weights, labels, scale records and tags • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures, including scales, pressured gauges and thermometers • monitoring and problem solving in own work and work area • routine estimations and calculations using a range of specified formulas and procedures • using calculators and computer software packages.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR319B Break carcasses for retail sale

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break carcasses for retail sale.
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Application of the Unit

Application of the unit	This unit is used by meat tradespersons in the retail industry when required to separate carcasses into primal cuts for further processing or preparation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives
	MTMR320B	Locate, identify and assess cuts

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Break carcass into <i>primal cuts</i>	Carcass is accurately separated into primal cuts according to <i>workplace, Occupational Health and Safety (OH&S), Quality Assurance (QA) and hygiene requirements.</i>
2. Handle knife effectively	Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare equipment for breaking carcass correctly and safely
- position or fasten carcass securely for separation
- demonstrate the separation of carcass into primal cuts on a range of meat cuts for a minimum of three *species* including beef, sheep and one other species, according to workplace, OH&S, and hygiene requirements and customer specifications
- use acceptable cutting lines to produce primary cuts to workplace requirements
- demonstrate safe manual-handling techniques
- apply relevant *communication* skills
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- sanitise equipment according to workplace requirements
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene, OH&S or workplace requirements when breaking carcasses
- quality requirements for breaking carcasses
- principles of contamination in regard to primary cuts
- primary *cut specifications* for beef, sheep and one other species

REQUIRED SKILLS AND KNOWLEDGE

- major anatomical structures of the carcass of each species
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise and must include:</p> <ul style="list-style-type: none"> • breaking carcase into primal cuts for a minimum of three species, including beef and sheep • identifying primary cut specifications for at least three species, including beef and sheep.
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • appropriate knives and breaking equipment • cutting lines • specifications for primals for three species, including beef and sheep.
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace demonstration workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Primal cuts</i> may:	<ul style="list-style-type: none"> differ according to: <ul style="list-style-type: none"> customer specifications end use species workplace specifications include: <ul style="list-style-type: none"> beef (rump, round or knuckle, silverside or outside, topside or inside, loin, shins, chuck, blade or clod, rib set, brisket and flank) deer (e.g. leg, rump, loin, shoulder and forequarters) goat (e.g. leg, shortloin, ribloin, chump, forequarters and breast)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • kangaroo (e.g. leg, tail butt, loin and shoulder) • pigs (e.g. leg, rump, loin, foreloin, forequarters and belly or spring) • sheep (e.g. leg, shortloin, ribloin, chump, forequarters and breast) • veal (e.g. leg, loin, forequarters and shoulder).
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • ability to perform the task to production requirements • enterprise-specific procedures • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • clean work wear each shift or day • cleanliness of work area • hand washing • head covering • personal hygiene • sterilisation of equipment.

RANGE STATEMENT	
<i>Species</i> must include:	<ul style="list-style-type: none"> • beef • sheep • one other species, which may include: <ul style="list-style-type: none"> • crocodile • deer • emu • game meat • goat • kangaroo • pig.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with colleagues, superiors, customers, clients and external parties, and • applying mathematical skills to workplace requirements • communicating and working with people from a range of cultural, social and ethnic backgrounds • empathising with customers and work colleagues • interpreting the needs of internal and external customers • listening and understanding, and speaking clearly and directly • reading and interpreting workplace documentation • own work area and wider work area • sharing of information • the use of communications technology • the use of negotiation, persuasion and assertiveness skills • writing to audience needs.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
<i>Cut specifications</i> may be defined	<ul style="list-style-type: none"> • customer specifications

RANGE STATEMENT	
by:	<ul style="list-style-type: none"> industry standards.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR320B Locate, identify and assess meat cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to locate, identify and assess cuts on a carcase.
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Application of the Unit

Application of the unit	This unit is used by meat tradespersons who prepare and further process primal cuts.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Locate cuts on a carcase	1.1. Primal cuts are located on a carcase by cut name and species according to workplace requirements and specifications. 1.2. Meat cuts are located on a carcase by cut name and species according to workplace requirements and customer specifications. 1.3. Specialised cuts are located on a carcase by cut name and species according to workplace requirements and customer specifications.
2. Identify cuts	2.1. Meat cuts are identified on a carcase by cut name and species according to workplace requirements and customer specifications. 2.2. Meat cuts are identified on primals in cartons by cut name and species according to workplace requirements and customer specifications. 2.3. Cutting lines for meat cuts are correctly identified on primals according to workplace requirements and customer specifications. 2.4. Cutting lines for primal cuts are correctly identified on a carcase according to workplace requirements and customer specifications.
3. Assess cuts	3.1. Meat cuts are assessed for quality to workplace requirements and customer specifications. 3.2. Meat cuts are assessed against cut specifications to workplace requirements. 3.3. Primal cuts are assessed for quality to workplace requirements and customer specifications. 3.4. Primal cuts are assessed against cut specifications to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- demonstrate safe manual-handling techniques
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- apply relevant *communication* skills
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- *hygiene* and *Occupational Health and Safety (OH&S) requirements* for breaking carcasses
- quality requirements for breaking carcasses
- principles of contamination in regard to primary cuts
- sequence for breaking carcasses
- relevant *regulatory requirements*
- acceptable cutting lines to produce primary cuts to workplace requirements
- primary cut specifications for beef, sheep and one other species
- major anatomical structures of the carcass of each species

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time under typical operating conditions.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

Resources may include:

- charts and diagrams for cuts
- specifications for primal cuts.

Method of assessment

Recommended methods of assessment are:

- quiz of underpinning knowledge
- simulation
- workplace demonstration of competency for the assessor
- workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Primal cuts</i> may:</p>	<ul style="list-style-type: none"> • differ according to: <ul style="list-style-type: none"> • customer specifications • end use • species • workplace specifications • include: <ul style="list-style-type: none"> • beef (e.g. rump, round or knuckle, silverside or outside, topside or inside, loin, shin, chuck, blade or clod, rib set, brisket and flank) • deer (e.g. leg, rump, loin, shoulder and forequarters) • goat (e.g. leg, shortloin, ribloin, chump, forequarters and breast) • kangaroo (e.g. leg, tail butt, loin and shoulder) • pigs (e.g. leg, rump, loin, foreloin, forequarters and belly or spring) • sheep (e.g. leg, shortloin, ribloin, chump,

RANGE STATEMENT	
	forequarters and breast) <ul style="list-style-type: none"> • veal (e.g. leg, loin, forequarters and shoulder).
<i>Species</i> must include beef, sheep and one of the following:	<ul style="list-style-type: none"> • crocodile • deer • emu • game meat • goat • kangaroo • pig.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • ability to perform the task to production requirements • enterprise-specific procedures • hygiene and sanitation requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • work instructions.
<i>Cutting lines</i>	<ul style="list-style-type: none"> • must be learnt by breaking carcasses • may be assessed using charts and diagrams.
<i>Assessing</i> or quality indicators may include:	<ul style="list-style-type: none"> • age of meat • amount of fat • colour and texture of fat • colour of meat • conformation • estimated shelf life • hygiene and sanitation requirements • maturity of animal at slaughter • presence of blemishes • sex • texture of meat • weight.
<i>Cut specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • industry standards.
<i>Communication</i> may include:	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • communicating and working with people from a range of cultural, social and ethnic backgrounds

RANGE STATEMENT	
	<ul style="list-style-type: none"> • listening and understanding, and speaking clearly and directly • reading and interpreting workplace-related documentation • using communications technology.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • clean work wear each shift or day • cleanliness of work area • hand washing • head covering • personal hygiene • sterilisation of equipment.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR321A Assess and address customer preferences

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to research local areas to make informed decisions on product lines stocked and inform customers on product features and benefits.
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Application of the Unit

Application of the unit	This unit is applicable to meat retailing enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research local markets to determine potential customer needs	<p>1.1. <i>Local demographics</i> are investigated and purchasing <i>preferences/requirements</i> interpreted.</p> <p>1.2. Current product lines, brands and suppliers are reviewed to determine match to local preferences/requirements.</p> <p>1.3. Current and alternative suppliers are researched to ensure local requirements can be met.</p> <p>1.4. Alternative product lines are reviewed to <i>determine economic viability</i> of introduction.</p>
2. Recommend new products to manager	<p>2.1. New product line possibilities are prioritised.</p> <p>2.2. Research is <i>reported</i> to supervisors/managers.</p> <p>2.3. New product lines or suppliers are recommended to managers, with support from market research.</p>
3. <i>Promote product features</i> to customers	<p>3.1. Customers are informed of special features of product lines.</p> <p>3.2. Product features that meet local requirements and preferences are promoted.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- undertake market research, including determining:
 - demographic make-up of local area
 - specific religious needs of local area, such as halal or kosher meats
 - specific cuts of meat preferred by major local cultural groups
 - preferences for organic meats
 - preferences for value-added products or basic meat cuts
 - more sophisticated expectations of product such as brands that promote good animal welfare practices, environmentally-friendly production and processing, Australian made and owned products
 - preferences for particular species, including game meat

REQUIRED SKILLS AND KNOWLEDGE

- prices they are prepared to pay for meat
- what is sold by competitors
- use appropriate research methodology, such as internet research, questionnaires, observations, conversations with customers, other local residents, local council data, suppliers or other industry members, existing market research data
- research suppliers and brands for product features and supply chain policies and practices
- seek advice from appropriate sources when introducing/investigating new product lines
- apply communication skills relevant to the task
- apply mathematical skills to determine economic viability of various product lines
- apply relevant Occupational Health and Safety (OH&S) and regulatory requirements
- report findings and make recommendations based on market research and accurate cost/price/profit calculations to senior staff members
- provide sound information to customers about product lines, brands and supply chain, using appropriate language and showing sensitivity to cultural differences
- research and follow cutting specifications for non-standard meat cuts
- provide sound information to customers on link between specialised brands and product cost
- demonstrate effective interpersonal skills in providing advice to customers
- demonstrate awareness of cultural and ethnic differences and respond appropriately
- take action to improve own work performance as a result of self evaluation, feedback from others or changes in work practices, legislation or technology

Required knowledge

Knowledge of:

- requirements of whole of supply-chain practices required for a product to achieve brandings such as RSPCA, free-range, organic, environmeat and MSA
- range of species, including game
- difference between dry-aged and wet-aged meat
- requirements of whole of supply-chain practices required for a product to meet religious requirements such as halal (for Muslim consumers) or kosher (for Jewish consumers)
- enterprise ethical and customer service standards
- relevant OH&S requirements such as:
 - enterprise OH&S policies, procedures and programs
 - OH&S legal requirements
 - Personal Protective Equipment (PPE) which may include:
 - coat and apron
 - head-wear

REQUIRED SKILLS AND KNOWLEDGE

- uniforms
- work, safety or waterproof footwear
- requirements set out in standards, codes of practice etc.
- workplace requirements, such as:
 - enterprise-specific procedures and ethical standards
 - Standard Operating Procedures (SOPs)
 - work instructions
- relevant regulatory requirements such as:
 - federal and state regulations regarding meat processing and food handling
 - hygiene and sanitation requirements
 - relevant Australian Standards
- sources of information to further meet customer needs and expectations
- features of new and existing product lines
- mathematical formulas for determining product selling prices
- problem-solving techniques

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Method of assessment

- Recommended methods of assessment include:
- quiz of underpinning knowledge
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

local demographics include:

Social make-up of local community (e.g. residents, shoppers, workers) such as:

- age
- sex
- marital/family status
- socio-economics
- culture
- religion.

preferences/requirements and product features may include:

- meat processed according to religious requirements (e.g. Halal or Kocher)
- preferences for species
- preferences for specific or specialised cuts
- preferences for particular cooking methods
- cost
- value-added or cook-and-serve meals
- packaging
- organic meat
- gourmet product
- convenience (ability to buy whole meal in one location)
- free-range meat and eggs
- dry-aged or wet aged product
- social responsibility of supply chain, including animal welfare practices,

RANGE STATEMENT	
	environmentally friendly practices, employee-welfare practices and human rights policies.
<i>determining economic viability</i>	<ul style="list-style-type: none"> • means to determine whether a product can be produced and sold at a price that: <ul style="list-style-type: none"> • the customer is willing to pay • the enterprise will make an acceptable profit margin • can be determined using mathematical skills that may involve: <ul style="list-style-type: none"> • estimation and calculation • the use of calculations and computer software packages • the use of familiar and unfamiliar complex formulas • relate to product formulation, yield and costing and pricing • require interpretation and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • require synthesis and analysis of mathematical information from more than one source.
<i>Reports may:</i>	<ul style="list-style-type: none"> • be conducted orally in writing using standard formats or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues • use workplace, mathematical and technical language.
<i>Promotion of product features may include:</i>	<ul style="list-style-type: none"> • advertising through local media • signage and product labelling • providing information on enterprise website • newsletters and brochures • providing information to customers orally • merchandising strategies • using suppliers' merchandising to promote

RANGE STATEMENT	
	brands locally.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR322A Collect and prepare standard samples

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to collect and prepare standard samples to meet regulatory and workplace requirements.
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Application of the Unit

Application of the unit	This unit is applicable to workers in the meat industry who are required to collect samples for testing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Receive, handle and store <i>samples</i>	1.1. Samples are registered upon receipt in accordance with quality and <i>workplace procedures</i> . 1.2. Labelling and history of sampling are checked in accordance with laboratory procedures. 1.3. Sample information is recorded and cross-referenced with current or previous test data according to workplace requirements. 1.4. Universal precautions and relevant legislative requirements are observed during the handling and storage of all samples. 1.5. <i>Samples requiring analysis by external laboratories</i> are recorded and forwarded following workplace procedures. 1.6. Unwanted samples are disposed of in accordance with workplace and hygiene standards.
2. Prepare for sample collection	2.1. Type of sample required is confirmed prior to collection. 2.2. Prescribed procedures to ensure representative sampling are followed and details recorded to workplace requirements. 2.3. Appropriate sampling equipment is prepared or assembled to safety and workplace requirements.
3. Perform sample collection	3.1. Gross samples are collected in accordance with workplace procedures. 3.2. Sample integrity is preserved throughout all aspects of sampling. 3.3. Samples are placed in suitable containers and labelled to clearly identify sample type, location, date and any other workplace-specific information. 3.4. Samples are stored, preserved and transported in accordance with <i>relevant regulations</i> and laboratory procedures. 3.5. Sampling equipment is maintained in clean, safe and sterile working order. 3.6. Unusual or non-standard observations made during sampling are recognised and reported.
4. Perform standard chemical or biological sample preparation (where	4.1. Samples and controls are prepared for analysis. 4.2. Action is taken to minimise loss of analyses from sample. 4.3. Separation equipment is used to provide the required

ELEMENT	PERFORMANCE CRITERIA
applicable)	sample fractions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- collect samples in accordance with workplace and regulatory requirements
- apply relevant *Occupational Health and Safety (OH&S) requirements*
- use relevant *communications skills*

Required knowledge

Knowledge of:

- procedure for collecting, receiving, handling and storing specimens in accordance with laboratory procedures, universal precautions and legislative requirements
- use of aseptic techniques in collecting samples
- how sample collection has to be coordinated with workplace activities
- importance of obtaining representative samples and how this can be achieved
- procedures for documenting all pertinent sample information in the required format
- workplace *Standard Operating Procedures (SOPs)* for collecting and preparing samples
- relevant OH&S requirements
- steps in preparing samples and sub-samples to comply with required procedures
- workplace procedures to recognise sampling equipment and, as required, maintain it in a sterile condition
- correct disposal procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Sample collection techniques must comply with the relevant meat industry regulations and standards.

Context of, and specific resources for assessment

Assessment may be conducted in a real or simulated situation.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- verified work log or diary
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Samples</i> may include	<ul style="list-style-type: none"> • blood • blood products • animal tissue and fluids • solids, liquids, and gases that involve raw materials, • products, by-products, waste or naturally-occurring substances. <p>Their exact nature will depend on the ambit of the laboratory and the workplace.</p>
<i>Workplace procedures</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • SOPs • work instructions.
<i>Samples requiring analysis by external laboratories</i> are:	<ul style="list-style-type: none"> • forwarded in accordance with relevant regulations and procedures.
<i>Relevant regulations</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing

RANGE STATEMENT	
	<ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • sharing information • speaking clearly and directly • working with diverse individuals and groups • reading and interpreting workplace related documentation.
<i>SOPs</i> may include those covering:	<ul style="list-style-type: none"> • collection • preparation • storage • transport.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMR501A Develop and assess a meat retailing business opportunity

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to identify, develop and assess a new business or activity opportunity for the meat retailing enterprise.
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Application of the Unit

Application of the unit	<p>Owners, managers or senior staff of meat retailing enterprises may wish to develop their business, start a new venture or explore potential to create new products and services for an existing organisation.</p> <p>The person might be (or intend to be) self employed, or work for a business of any size, where they may develop opportunities as part of a broader role within the enterprise.</p> <p>This unit does not cover implementing or financing the new venture, or managing the growing business.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify a business opportunity	<p>1.1. Relevant market, client, product and service information is located and reviewed.</p> <p>1.2. <i>Collective capability</i> of existing staff and facilities is assessed.</p> <p>1.3. <i>Thinking techniques</i> are used to generate <i>business opportunity ideas</i>.</p> <p>1.4. Sources for additional information and fresh business opportunity ideas are identified, explored and absorbed.</p> <p>1.5. Personal and business objectives of developing opportunities are identified.</p> <p>1.6. Input is obtained from others to improve and sort initial ideas.</p>
2. Develop a business concept	<p>2.1. A range of business opportunity ideas is reviewed and prioritised to develop business concepts.</p> <p>2.2. <i>Basic business planning estimates</i> are calculated for new business concepts.</p> <p>2.3. Relevant <i>legal and non legal requirements</i> are identified and reviewed.</p> <p>2.4. <i>Criteria for determining the feasibility</i> of new business ideas are determined and documented.</p> <p>2.5. Preliminary assessment of feasibility of business concepts is undertaken and <i>specialist advice</i> sought as required.</p> <p>2.6. <i>Risks</i> of business concepts are identified.</p> <p>2.7. <i>Choice is</i> made of most feasible ideas to be further developed into business plans.</p> <p>2.8. Basic documentation is prepared to communicate business concepts to stakeholders.</p>
3. Work with others to advance the business concept	<p>3.1. Requirements for partners, alliances and advisors to advance business concept are determined.</p> <p>3.2. Potential partners, alliances and advisors are identified and assessed.</p> <p>3.3. Legal advice is sought to protect interest throughout negotiations, where appropriate.</p> <p>3.4. Negotiations are conducted to advance the concept.</p> <p>3.5. Partnership, alliance and advisory arrangements are negotiated, if appropriate.</p> <p>3.6. Partnership, alliance and advisory arrangements are</p>

ELEMENT	PERFORMANCE CRITERIA
	confirmed using legal processes, if appropriate.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- relate to people from a range of social, cultural and ethnic backgrounds, and physical and mental abilities
- use thinking techniques
- use research and analytical skills to:
 - conduct basic research
 - conduct an initial feasibility assessment
 - prepare basic business planning estimates
- apply negotiation skills for exploring partnerships
- use verbal and written communication skills to:
 - document ideas, business planning estimates and feasibility assessment
 - negotiate with potential partners
- determine legal, Occupational Health and Safety (OH&S) and non-legal requirements
- work with employees and family (if a family business)
- calculate business planning estimates
- assess risk and plan for contingencies
- solve problems as they arise in negotiations
- using technology to manage information
- identify and develop fresh business opportunity ideas
- document a range of ideas
- assess and evaluate relevant market, client, product and service information
- communicate ideas to supervisors, managers and other employees

Required knowledge

Knowledge of:

- general characteristics and traits of successful entrepreneurs
- biographies and case studies of particular individuals, in own or related industries

REQUIRED SKILLS AND KNOWLEDGE

- | |
|--|
| <ul style="list-style-type: none">• relevant legal, OH&S and non-legal requirements• basic methods of business planning• personal characteristics of successful entrepreneurs• risk assessment strategies |
|--|

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person who demonstrates competence in this unit must be able to provide evidence that they have identified, developed and assessed the initial feasibility of at least one new business or activity idea. Evidence should be documentary and show that consultation occurred.</p> <p>Evidence will cover the processes used to identify a range of ideas, to select ideas to have initial feasibility assessed, and to consult with prospective partners. It will also cover documentation of the idea and of the feasibility assessment.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment will take place in actual business premises to provide access to relevant records, personnel and documentation.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • a third-party referee (at appropriate level of authority and responsibility) report covering the entire period of development of the business concept

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • documented business proposal • formal presentation of a business proposal to managers/supervisors/staff • personal reflection and re-evaluation of development process and proposal, responding to feedback received. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Collective capability</i> of existing staff and facilities may include:	<ul style="list-style-type: none"> • flexibility • interest in pursuing new ideas • desire to take risks • confidence in self and vision • attitudes toward ambiguity and uncertainty • financial capability to invest in change • ability to think laterally • limitations of existing facilities and environment.
<i>Thinking techniques</i> may include:	<ul style="list-style-type: none"> • brainstorming • discussions • lateral thinking

RANGE STATEMENT	
	<ul style="list-style-type: none"> • de Bono's Six Thinking Hats® method
<i>Business opportunity ideas</i> may include:	<ul style="list-style-type: none"> • ideas to create profits or assets • new product lines • identifying and targeting a new customer or group of customers • new facilities or locations • change of image.
<i>Basic business planning estimates</i> may be calculated for:	<ul style="list-style-type: none"> • work methods • locations • initiatives and types of activities • human resources • budgets and other resources • timelines • return on investment period.
<i>Legal and non-legal requirements</i> may include:	<ul style="list-style-type: none"> • award and enterprise agreements and relevant industrial instruments • Food Safety Code • relevant legislation from all levels of government that affects business operation, especially in regard to OH&S and environmental issues, Equal Employment Opportunity (EEO), industrial relations and anti-discrimination • relevant industry codes of practice • requirements deriving from organisation's policies and procedures • access and equity requirements • codes of practice • contractual obligations • customer expectations • industrial relations agreements • insurance requirements • laws and regulations • local council regulations • accreditation/licence/patent/copyright requirements • maintenance/service/operating requirements • manufacturers' requirements • OH&S requirements • professional development requirements • standards • warranty requirements.

RANGE STATEMENT	
<i>Criteria for determining feasibility</i> may include:	<ul style="list-style-type: none"> • ability to meet legal and non-legal requirements • ability to meet personal and business objectives • commercial viability • supply and demand assessments.
<i>Specialist advice</i> may include:	<ul style="list-style-type: none"> • accounting, legal, food safety and OH&S advice • advice from government agencies, industry associations, business brokers and consultants • mentoring support
<i>Risks</i> may include those related to:	<ul style="list-style-type: none"> • regulations, legislation and codes of practice • safety • public reputation and consumer interest • sustainability • personnel • environmental factors • financial risk.
<i>Choice</i> may be made:	<ul style="list-style-type: none"> • by owner/operator of small business • by key family members of family business • by managers or supervisors.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS101C Handle materials and products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to handle raw materials and products in a meat establishment.
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Application of the Unit

Application of the unit	This unit is suitable for operators working under supervision in packing and storage areas of a smallgoods manufacturing plant.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Handle <i>meat products</i>	1.1. Meat is identified according to labels. 1.2. Meat is handled and transferred in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.3. Meat is handled using safe manual handling techniques. 1.4. Meat product is handled hygienically according to <i>regulatory</i> and workplace requirements. 1.5. Meat product is <i>stored</i> according to workplace, regulatory, <i>hygiene and sanitation</i> and Quality Assurance (QA) requirements.
2. Handle materials (as appropriate)	2.1. Raw materials are handled in accordance with workplace, OH&S and hygiene requirements.
3. Maintain clean holding room	3.1. Holding room is cleaned to workplace, OH&S, hygiene and regulatory requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- check work for accuracy
- work effectively as an individual and a member of a team, including with diverse individuals and groups
- identify problems and refer to the appropriate person for resolution
- use *communication* and *mathematical skills* appropriate to the task
- work at the level of speed and accuracy required by the enterprise

Required knowledge

Knowledge of:

- relevant workplace, OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz, question and answer
- observation of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Meat products</i> may include:	<ul style="list-style-type: none"> • cooked meat products • cured meat products • raw meat products.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Storage facilities may include:	<ul style="list-style-type: none"> • cool room • freezer • holding room • meat cabinets • temperature rooms.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Communication skills include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly to ask questions, provide explanations and describe problems.
Mathematical skills may include:	<ul style="list-style-type: none"> • calculation, estimation • collecting information from labels, dials, gauges.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS102C Pack smallgoods product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to hand-weigh, arrange and bag meat products as required.
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Application of the Unit

Application of the unit	This unit may be required by operators working in the packing area of a smallgoods plant.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Weigh <i>product</i>	<p>1.1. Product is inspected and graded according to <i>workplace requirements</i>.</p> <p>1.2. Product outside specifications is handled according to workplace requirements.</p> <p>1.3. Corrective action is taken according to workplace requirements if product is outside specifications.</p> <p>1.4. Product is weighed according to workplace, <i>hygiene and sanitation</i>, Quality Assurance (QA) and <i>regulatory requirements</i>, where part of work instructions.</p>
2. Arrange product	2.1. Product is arranged according to workplace, hygiene and sanitation, QA and regulatory requirements, where part of work instructions.
3. Bag and seal product	3.1. Product is bagged according to workplace, hygiene and sanitation QA and regulatory requirements, where part of work instructions.
4. Inspect product	<p>4.1. Product is inspected for defects according to workplace, hygiene and sanitation, QA and regulatory requirements, where part of work instructions.</p> <p>4.2. Appropriate action is taken for defects according to workplace requirements.</p>
5. Place product into container	<p>5.1. Product is prepared for containers according to workplace, hygiene and sanitation, QA and regulatory requirements.</p> <p>5.2. Product is packed into containers according to workplace, hygiene and sanitation, QA and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

REQUIRED SKILLS AND KNOWLEDGE

- inspect and grade of a variety of products prior to packaging
- demonstrate the accurate weighing of a variety of products
- package and arrange product into two containers according to workplace requirements
- bag and seal product to workplace, hygiene and sanitation, and QA requirements
- inspect bagged product for defects and take appropriate action for defects
- work effectively as an individual and as a member of a team
- *explain* how a variety of products may need to be arranged in bags
- apply relevant *OH&S requirements*
- make adjustments to own work practice in response to advice from colleagues, new techniques or technology or self-evaluation
- use *communication* and *mathematical skills* appropriate to the task

Required knowledge

Knowledge of:

- labelling requirements
- inspection and grading of meat prior to packaging and the action to be taken if meat is outside specifications
- procedures for packing products into containers for a variety of different products
- requirements for inspecting bagged products and the action to be taken if defects are found
- requirements related to bagging products
- how a variety of products may need to be arranged in bags
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policy and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- observation of performance over time

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • quiz, question and answer. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Product</i> may include:	<ul style="list-style-type: none"> • bacon • frankfurts • kabanas and mini kabanas • sliced product.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat

RANGE STATEMENT	
	<p>processing</p> <ul style="list-style-type: none"> • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Explanations</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to own work area • in everyday workplace language, including some mathematical language • presented in routine standard proformas using accurately copied information, symbols, numbers, abbreviations, sketches, codes and everyday workplace language • presented orally • routine, simple and brief.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • listening and understanding • the use of communications technology.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • using calculators and with the assistance of others • recognition and accurate copying of numbers relating to temperature, time, volume, weight

RANGE STATEMENT	
	and quantity.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MTMS205C Package product using thermoform process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to package processed meat products using a thermoform process.
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Application of the Unit

Application of the unit	Operators in smallgoods manufacturing, value-adding and food services establishments may require this unit to package product and extend shelf life.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up and adjust thermoforming machinery and materials	<p>1.1. Thermoforming machinery and materials are set up for a variety of product specifications according to manufacturer's specifications and <i>workplace</i>, Occupational Health and Safety (<i>OH&S</i>) and <i>hygiene requirements</i>.</p> <p>1.2. Thermoforming machinery and materials are adjusted according to manufacturer's specifications and workplace, OH&S and hygiene requirements.</p>
2. Set up <i>requirements for packaging</i>	2.1. Requirements for packaging are set up to workplace, OH&S, and hygiene and sanitation requirements.
3. Operate thermoforming machinery	3.1. Thermoforming machinery is operated to throughput requirements for a variety of products according to manufacturer's specifications and workplace, OH&S and hygiene requirements.
4. Change dates	4.1. Dates on the date coder are changed according to manufacturer's specifications and workplace, OH&S and hygiene requirements.
5. Clean machinery and materials	5.1. Machinery and accessories are cleaned according to manufacturer's specifications and workplace, OH&S and hygiene requirements.
6. Monitor and identify faulty product and packaging	6.1. Faulty product and packaging is identified according to workplace requirements
7. Report and/or fix operating problems on thermoforming equipment and auxiliaries	7.1. Operating problems on thermoforming equipment and auxiliaries are reported and/or fixed according to workplace requirements.
8. Perform gas flushing	8.1. Gas flushing is performed according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE

Required skills

Ability to:

- set up machine for gas-flushing if required under work instructions
- identify where labels and other raw materials are stored
- read gas gauges and change gas bottle if required under work instructions
- demonstrate correct loading procedure at machine speed
- demonstrate correct loading procedure for labels
- change dates on the coders
- correctly load and unload films
- join films
- line up printed film
- demonstrate a full label change
- set machine to different product specifications
- perform a full changeover within the specified time including:
 - knives
 - rails
 - sealing chamber
- describe obvious flaws in packaging film
- apply *communication* and *mathematical skills* appropriate to the task
- work effectively as an individual and with a team
- *explain* how the thermoforming machine works
- apply appropriate *regulatory requirements*
- implement the hygiene procedures for the thermoforming machinery
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- how the thermoforming machine works
- reasons for changing the different settings
- temperature requirements and the importance of correct temperature
- hygiene requirements and their importance when changing between uncooked and cooked products
- need to adjust tracking and the procedure to make adjustment
- packaging specifications for a range of products for cartons, tubs and pouches
- principles of thermoforming
- purposes of gas analysis and demonstrate the function of a gas-flush analyser if required in work instructions

REQUIRED SKILLS AND KNOWLEDGE

- use of oxygen absorbers if required under work instructions
- use-by date or packed-on date for a range of products and the importance of these dates
- which films are used for which products
- appropriate regulatory requirements
- causes and corrective actions for re-packs
- thermoforming equipment and accessories

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- specifications for at least two products
- manufacturer's requirements
- thermoforming equipment and materials which are compliant with safety requirements and workplace procedures
- workplace environment.

Method of assessment

Recommended methods of assessment are:

- demonstration
- quiz, question and answer
- observation of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • performance of the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Requirements for packaging</i> may include:	<ul style="list-style-type: none"> • cartons • film • labels • plastic containers.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of temperature, time, volume, weight and quantity in standard formats and proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • reading and interpreting analogue and digital measures including scales, pressure gauges, thermometers • routine estimations and calculations using a range of specified formulas and procedures.
<i>Explanations</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to own work and work area problem-solving • in everyday workplace language and include mathematical language and commonly used technical terms • presented in writing using standard formats or proformas and symbols • presented orally.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS206C Package product using gas flushing process

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate packaging processes that incorporate gas flushing.
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Application of the Unit

Application of the unit	Operators in smallgoods manufacturing, value-adding and food services establishments would require this competency to package and extend shelf life of product.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up gas flushing packaging process	<p>1.1. Machinery is set up for <i>packaging process</i> according to <i>workplace</i>, Occupational Health and Safety (OH&S), <i>hygiene and sanitation requirements</i> and manufacturer's specifications.</p> <p>1.2. Gas cylinders are set up and checked according to workplace requirements and supplier's specifications.</p>
2. Set up requirements for packaging	2.1. <i>Requirements for packaging</i> are set up and placed in appropriate positions on packaging line according to workplace, OH&S, and hygiene and sanitation requirements.
3. Operate gas flushing process to throughput requirements	3.1. Packaging machinery is operated to throughput requirements for a variety of products according to manufacturer's specifications and workplace, OH&S, Quality Assurance (QA) and hygiene and sanitation requirements.
4. Report and/or fix operating problems on equipment and auxiliaries	4.1. Operating problems are reported and/or fixed according to workplace requirements.
5. Check packaged product against specifications	<p>5.1. Packaged product is assessed according to workplace, and hygiene and sanitation requirements.</p> <p>5.2. Appropriate action is taken if product is out-of-specifications</p> <p>5.3. Packaged product is labelled according to workplace requirements.</p>
6. Perform gas flushing	6.1. Gas flushing is performed according to workplace requirements.
7. Replace gas cylinders	<p>7.1. Empty gas cylinders are replaced according to workplace where part of work instructions.</p> <p>7.2. Procedures for removing empty cylinders and replacing with full cylinders are followed.</p>
8. Clean machinery and accessories	8.1. Machinery and accessories are cleaned according to manufacturer's specifications and workplace, OH&S, and hygiene and sanitation requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- set up and place the requirements for packaging in appropriate positions on packaging line to workplace, OH&S, and hygiene and sanitation requirements
- set up and check gas cylinders to workplace requirements and supplier's specifications
- set up the machinery for packaging process to workplace, OH&S, hygiene and sanitation requirements and manufacturer's specifications
- conduct gas flushing process to workplace requirements
- operate packaging machinery to throughput requirements for a variety of products to manufacturer's specifications and workplace, OH&S, QA, and hygiene and sanitation requirements
- assess packaged product to workplace, and hygiene and sanitation requirements
- label packaged product to workplace requirements
- take appropriate action if product is out-of-specification
- apply *communication* and *mathematical skills* appropriate to the task
- work effectively as an individual and as part of a team
- *explain* the gas flushing process
- apply relevant OH&S and *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

- types of packaging where gas flushing is included
- workplace requirements related to checking the packaged product against specifications
- workplace requirements related to the gas flushing process of packaging
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • appropriate packaging materials • gas flushing equipment compliant with OH&S requirements • manufacturer's requirements • product specifications • workplace procedures • workplace environment.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • observation over time by workplace referee • quiz

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace demonstration supplementary evidence, such as an examination and analysis of a range of out-of-specification product and determination of corrective action required. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Packaging processes</i> using gas flushing may include:	<ul style="list-style-type: none"> controlled modified atmosphere packaging thermoforming.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> enterprise-specific procedures OH&S requirements QA requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Packaging requirements</i> may include:	<ul style="list-style-type: none"> • cartons • labels • plastic containers • plastic film.
<i>Communication skills</i> include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Mathematical skills</i> relate to own work and work area problem solving and may include:	<ul style="list-style-type: none"> • accurate recording of time, volume and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • routine estimations and calculations using a range of specified formula and procedures.
<i>Explanations</i> may be:	<ul style="list-style-type: none"> • completed with the assistance of others • directly related to own work and work area problem-solving • in everyday workplace language and include mathematical language and commonly used technical terms • presented in writing using standard formats or

RANGE STATEMENT	
	proformas, diagrams, symbols and charts <ul style="list-style-type: none"> presented orally.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act hygiene and sanitation requirements relevant Australian Standards relevant regulations requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS207C Operate bar and coder systems

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a bar and coder system.
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Application of the Unit

Application of the unit	This unit is suitable for operators, labourers, counter hands in all sectors of the meat industry where bar and coding systems are used to identify product and facilitate trace-back.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Start-up and shut-down coding system	1.1. Coding system is started-up and shut-down to <i>workplace</i> , Occupational Health and Safety (<i>OH&S</i>), <i>regulatory</i> and <i>hygiene requirements</i> .
2. Change dates and fonts on bar and date coders	2.1. Dates and fonts on bar and date coders are changed according to workplace requirements.
3. Perform routine maintenance on the coding system	3.1. Routine maintenance is performed on the coding system according to manufacturer's specifications and workplace, OH&S and hygiene requirements.
4. Enter or change product details	4.1. Product details are entered or changed according to workplace requirements.
5. Fix printing problems	5.1. Printing problems are fixed according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use bar and coder system on a variety of products
- change dates on the coders
- demonstrate the correct procedures for manually entering new product details into the product coding system
- demonstrate the correct maintenance procedures for bar and coder system components
- demonstrate the correct procedures for fixing common printing problems
- apply *communication* and *mathematical skills* appropriate to the task
- work effectively as an individual and as a member of a team, including with diverse individuals and groups
- *explain* the common causes of printing problems
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practice or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- functions performed by solvent and water in the printing process
- safety procedures for handling solvents
- start-up procedures for the coding system
- common causes of printing problems
- correct procedures for fixing common printing problems
- use-by date or packed-on date for a range of products and the importance of these dates
- components of the coding system and explain their maintenance requirements
- correct procedures for re-booting the computer system

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources include:</p> <ul style="list-style-type: none"> • bar and coder system • labels • manufacturer's requirements • printer and accessories • workplace environment • workplace procedures.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz • question and answer

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Hygiene requirements</i> may include	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> skills may include	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Mathematical skills</i> and tasks relate to own work and work area problem-solving and may include:	<ul style="list-style-type: none"> • accurate recording of time, date, weight and quantity in standard formats and proformas • interpreting and drawing conclusions from routine charts, bar graphs, and pie charts.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • demonstrate understanding as a result of listening and observing

RANGE STATEMENT	
	<ul style="list-style-type: none"> include information from several sources.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS208C Operate metal detection unit

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate a metal detection unit.
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Application of the Unit

Application of the unit	This unit is suitable for operators working in packaging in smallgoods manufacturing, value-adding and food services establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up metal detection unit	1.1. Metal detection unit is set up and tested according to <i>workplace</i> , Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation requirements</i> , and manufacturer specifications.
2. Operate metal detection unit	2.1. Metal detection unit is operated according to workplace, OH&S, hygiene and sanitation requirements, and manufacturer specifications. 2.2. Appropriate action is taken when metal is detected according to workplace requirements.
3. Clean metal detection unit	3.1. Metal detection unit is cleaned according to workplace, OH&S, hygiene and sanitation requirements, and manufacturer specifications.
4. Maintain metal detection unit	4.1. Metal detection unit is maintained according to workplace, OH&S, hygiene and sanitation requirements, and manufacturer specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- operation of the metal detection unit
- reasons for having metal detection units and their location at the work site
- workplace procedures when metal is detected in a product
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency in this unit must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Resources include metal detection equipment which meets OH&S requirements.

Method of assessment

Recommended methods of assessment include:

- observation of performance over time
- workplace demonstration
- quiz of underpinning knowledge.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

Guidance information for

A current list of resources for this Unit of Competency is

EVIDENCE GUIDE	
assessment	available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Mathematical skills</i> relate to own work and work area problem-solving and may include:	<ul style="list-style-type: none"> • accurate recording of quantity in standard formats/proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • routine estimations and calculations using a range of specified formula and procedures.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS210B Select, identify and prepare casings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select/ identify and prepare casings.
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Application of the Unit

Application of the unit	This unit is suitable for operators working in smallgoods manufacturing establishments or value-adding, wholesaling and food services establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select casings	<p>1.1. Casings are identified according to <i>casing specifications</i>.</p> <p>1.2. Casings are selected to suit product requirements.</p> <p>1.3. Casings are checked for <i>faults</i> according to <i>workplace requirements</i>.</p>
2. Prepare casings	<p>2.1. Casings are calibrated according to <i>product specifications</i> and workplace requirements.</p> <p>2.2. Casings are prepared as required according to workplace requirements.</p> <p>2.3. Casings are flushed thoroughly with clean water in accordance with workplace requirements.</p> <p>2.4. Casings are spooled or pulled into filling tube or nozzle in preparation for further processing.</p> <p>2.5. Correct quantity of casings is prepared in accordance with production specifications.</p> <p>2.6. Casings are prepared according to Occupational Health and Safety (<i>OH&S</i>), and <i>hygiene and sanitation requirements</i>.</p> <p>2.7. Casings are stored according to manufacturer specifications and hygiene requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify casing size requirements according to product specifications
- identify casing size requirements for specific products in regard to length, weight and diameter
- prepare casings to product specifications and workplace procedures
- identify, remove and report defective product according to workplace procedures
- apply relevant ***communication*** and ***mathematics skills***
- work effectively as an individual and as a member of a team
- work to production speed

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *regulatory requirements*
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practice or technology

Required knowledge

Knowledge of:

- storage requirements of soaked casings carried over from production
- storage requirements of both natural and synthetic casings
- filling yield of various sizes and types of casings
- purpose of each phase of casing preparation
- possible faults in skins and their effect on the product
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- filling equipment
- manufacturer's instructions
- product specifications
- workplace environment
- workplace procedures.

Method of assessment

Recommended methods of assessment include:

- demonstration of casing preparation
- quiz of underpinning knowledge
- workplace referee report over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Casing specifications</i> may include:	<ul style="list-style-type: none"> • natural • synthetic.
Possible casing <i>faults</i> may include:	<ul style="list-style-type: none"> • breakage • contamination • fluctuations in diameter • incorrect label information • poor cleanliness • poor colour • tearing • thick ends • weakness • webbing • whiskers • worm holes • wrong diameter.
<i>Workplace requirements</i> may	<ul style="list-style-type: none"> • enterprise-specific requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Product specifications</i> may include:	<ul style="list-style-type: none"> • colour • consistency or firmness • shape • size • thickness • weight.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • asking questions • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.

RANGE STATEMENT	
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of volume, weight and quantity in standard formats and proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • routine estimations and calculations using a range of specified formulas and procedures • routine estimation and calculation involving percentages, comparisons, variations.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS211B Manually shape and form product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually shape and form products into a particular shape.
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Application of the Unit

Application of the unit	This unit is suitable for operators preparing boneless ham, bacon, salami, corned beef or any other product that is formed manually into a particular shape. Operators in smallgoods manufacturing and value-adding food services operations would use this unit.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select meat product	1.1. Meat product to be placed in casing is selected to <i>product specifications, hygiene and sanitation, workplace</i> and Quality Assurance (QA) requirements.
2. Fill <i>casings</i>	2.1. Appropriate casings and filling nozzle (where appropriate) are selected according to workplace requirements and product specifications. 2.2. Casings are filled to consistency required by product specifications, hygiene and sanitation, workplace and QA requirements. 2.3. Defective product is identified, removed and reported according to workplace requirements.
3. Operate metal detector	3.1. Metal detector is operated (where appropriate) to workplace requirements and manufacturer's specifications.
4. Form product	4.1. Product is shaped and formed according to product specifications, workplace, hygiene and sanitation, QA and customer requirements. 4.2. A variety of products is shaped and formed to production requirements.
5. Link or twist, clip and net product	5.1. Product is linked or twisted to meet product specifications. 5.2. <i>Clipping</i> is performed according to specifications. 5.3. Product is formed according to specifications. 5.4. Products are shaped and netted if required by product specifications. 5.5. Defective products are removed from production and reported according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

REQUIRED SKILLS AND KNOWLEDGE

- correctly fill a range of product lines in terms of:
 - casing
 - clips
 - length
 - tension
 - weight
- shape and form a range of products to product specifications, workplace, hygiene and sanitation, QA and customer requirements
- demonstrate operation, adjustments and actions of filling machine to address faults
- operate a metal detector if a detector is included in the operation
- identify, remove and rectify faulty product
- identify *defects in natural casings*
- clean *equipment* according to workplace requirements
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a member of a team
- *explain* filling to required product specifications for a variety of products
- apply relevant Occupational Health and Safety (*OH&S*) and *regulatory requirements*
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work at required speed of production

Required knowledge

Knowledge of:

- hygiene requirements for forming products
- filling to required product specifications for a variety of products
- how and why products must be formed and shaped
- possible faults in skins and their effect on the product
- procedures for dealing with waste product and broken casings
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

At least two different products must be formed and/or shaped to specification.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- casings, filling and forming equipment and product specifications materials
- manufacturer's specifications
- workplace environment.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • observation of performance over time • workplace referee report. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Product specifications</i> may include:	<ul style="list-style-type: none"> • consistency or firmness • shape • size • thickness • weight.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Casings may be:	<ul style="list-style-type: none"> • synthetic or natural skins.
Clipping may be:	<ul style="list-style-type: none"> • performed manually or semi-automatically • undertaken with or without a metal detector.
Defects in natural casings may include:	<ul style="list-style-type: none"> • contamination • webbing • whiskers • worm holes.
Equipment may include:	<ul style="list-style-type: none"> • nets • presses • moulds • cages • metal detectors.
Communication skills may include:	<ul style="list-style-type: none"> • asking questions • communication with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
Mathematical skills relate to own work and work area problem-solving and may involve:	<ul style="list-style-type: none"> • use of calculators and computer software packages • routine estimations and calculations using a range of specified formulas and procedures.
Explanations may be:	<ul style="list-style-type: none"> • directly related to own work and work area problem-solving • in response to questions to check listening and understanding • in everyday workplace language and include mathematical language and commonly used technical terms • presented orally or written on proformas.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS212B Manually link and tie product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to manually link and tie products.
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Application of the Unit

Application of the unit	Operators in smallgoods plants require this unit where they are required to manually link and tie products such as sausages, frankfurts, salamis and Strasbourg.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Link</i> and tie <i>product</i>	1.1. Product is linked and tied at a rate similar to workplace production and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Product is linked in accordance with product specifications and <i>workplace requirements</i> . 1.3. Product is linked and tied according to <i>regulatory</i> , <i>OH&S</i> and <i>hygiene requirements</i> . 1.4. Product is hung according to workplace requirements at a rate similar to production needs.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • link and tie product to workplace, OH&S and hygiene requirements • handle knives safely and effectively (as required) • identify, remove and report defective products to workplace requirements • apply relevant <i>communication</i> and <i>mathematical skills</i> • work effectively as an individual and as a member of a team • take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
Required knowledge
Knowledge of: <ul style="list-style-type: none"> • rationale for linking, tying and hanging products • workplace requirements for dealing with waste products and broken casings

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions or operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • question and answer • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Linking may be performed:	<ul style="list-style-type: none"> • manually (using either single or triple linking) • semi-automatically.
Product may include:	<ul style="list-style-type: none"> • frankfurts • salamis • sausages.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance

RANGE STATEMENT	
	<ul style="list-style-type: none"> • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • routine estimation and calculation • percentages • comparisons • variations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS213B Slice product using simple machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to set up, load, clean and operate manually set and adjusted slicing equipment in a smallgoods manufacturing establishment.
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Application of the Unit

Application of the unit	A skilled operator in a smallgoods establishment would slice meat to customer specifications. This unit is not applicable for operators of large-scale production slicing machinery.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare <i>slicing equipment</i>	1.1. Equipment and accessories are set up in accordance with product specifications and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.2. Equipment and machinery is cleaned in accordance with hygiene and <i>workplace requirements</i> . 1.3. Pre-start safety checks are conducted in accordance with workplace and <i>regulatory requirements</i> and corrective action is taken for identified faults.
2. Prepare product for slicing	2.1. Product is prepared for slicing to workplace requirements. 2.2. Out-of-specification product is handled to workplace requirements.
3. Operate slicing equipment	3.1. Equipment is adjusted to suit product specifications in accordance with workplace and OH&S requirements. 3.2. Equipment is operated to slice a range of products to specifications at a speed similar to production requirements and in accordance with manufacturer's specifications. 3.3. Equipment is changed from the slicing of one product to the slicing of another to workplace requirements. 3.4. Equipment malfunctions or faults are identified, recorded and reported in accordance with workplace requirements
4. Weigh and bag products within weight specifications	4.1. Products with weight specifications are weighed and bagged to specifications, workplace, hygiene and sanitation, Quality Assurance (QA) and customer requirements. 4.2. Weight control mechanisms are adjusted to specifications and workplace requirements.
5. Clean and maintain slicing equipment	5.1. Slicing equipment is cleaned and maintained according to workplace and manufacturer's specifications. 5.2. Cleaning procedures are implemented to workplace requirements when changing product to be sliced.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify slicing equipment and accessories
- identify product and slicing faults in a range of products
- adjust weight control mechanisms if a part of work instructions
- demonstrate procedure for preparing slicing equipment for new product
- slice products to workplace requirements and customer specifications for a variety of products
- clean and maintain slicing equipment if required in work instructions
- observe safety requirements for cleaning slicing equipment (if required in work instructions)
- sharpen a slicing blade if a part of work instructions
- apply relevant *communication* skills
- work effectively as an individual and with other team members
- weigh and bag products with weight specifications
- *explain* and demonstrate checks on products if a part of work instructions
- apply relevant regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others or in response to changed work practices or technology

Required knowledge

- workplace procedures when metal is detected in a product
- how and why product is prepared for slicing
- how products are weighed and bagged when they have a weight specification
- how weight control mechanisms are adjusted
- illegal weights
- maximum and minimum allowable weights
- operating procedures for various types of slicing equipment
- importance of cutting blade maintenance in the slicing process
- procedure for sharpening a slicing blade if a part of work instructions
- procedures for handling faulty product
- procedures for reporting faults in slicing equipment
- safety considerations when setting up slicing equipment
- use-by and packed-on dates and their importance
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Required resources for assessment include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz
- question and answer
- observation of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Slicing equipment</i> may include:	<ul style="list-style-type: none"> • slicer • dicer • blade.
<i>Specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • industry standards • workplace procedures.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs such as <ul style="list-style-type: none"> • accident prevention • electrical fault procedures • emergency evacuation procedures • emergency procedures in case of injury • equipment malfunction • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • procedures • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • requirements set out in standards and codes of practice.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Communication</i>	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds and with colleagues, superiors, customers, clients and external parties • involve listening and understanding • involve the application of numeracy skills to workplace requirements • require reading and interpreting workplace-related documentation • require speaking clearly and directly.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats, or using a range of communication technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for presentation to work colleagues

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use workplace, mathematical and technical language.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS214B Rotate stored meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to rotate stored meat in a meat establishment.
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Application of the Unit

Application of the unit	This unit is used by smallgoods operators with responsibility for rotating and monitoring the shelf life of stored meat.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store meat	<p>1.1. Meat is stored at the required refrigerated temperature in accordance with <i>hygiene and sanitation, regulatory and workplace requirements</i>.</p> <p>1.2. Meat storage time and shelf life are documented for each <i>meat product</i> according to regulatory requirements.</p> <p>1.3. Meat is checked to ensure it is labelled in accordance with workplace and regulatory requirements.</p>
2. Rotate stored meat	<p>2.1. Meat is selected for rotation according to label documentation and workplace requirements.</p> <p>2.2. Meat is handled hygienically during rotation in accordance with regulatory and hygiene requirements.</p> <p>2.3. Meat is rotated according to regulatory, hygiene and workplace requirements.</p> <p>2.4. Shelf life of meat is considered in relation to the storage and rotation of meat and meat product.</p> <p>2.5. Meat is handled according to Occupational Health and Safety (<i>OH&S requirements</i>).</p>
3. Maintain clean holding room	<p>3.1. Holding room is cleaned according to regulatory, OH&S, hygiene and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • store meat in accordance with temperature requirements • demonstrate rotation of stored meat in line with: <ul style="list-style-type: none"> • hygiene and sanitation requirements • regulatory requirements • OH&S requirements • workplace requirements • select, organise, report and record routine information and mathematical data

REQUIRED SKILLS AND KNOWLEDGE

related to:

- labelling
- rotation and shelf life of meat product
- storage of meat product
- work effectively as an individual and as a member of a team
- **explain** stock rotation requirements for meat to regulatory and hygiene requirements
- apply relevant **communication** and **mathematical** skills
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- effects on the product of the use of meat which is beyond its useful life
- storage temperatures and shelf life for meat
- stock rotation requirements for meat to regulatory and hygiene requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • observation of performance over time • quiz of underpinning knowledge.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Meat product</i> could include:	<ul style="list-style-type: none"> • fresh meat

RANGE STATEMENT	
	<ul style="list-style-type: none"> • meat emulsion • pre-salted meat.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be in everyday workplace language including mathematical language and some commonly used technical terms • be presented in writing using standard formats, proformas, charts and diagrams • be presented orally • include mathematical and other information from several sources.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • require reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Mathematical skills</i> may:	<ul style="list-style-type: none"> • include routine estimation and calculation • involve percentages, comparisons and variations • involve the use of calculators.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS215B Rotate meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to rotate meat products in a meat establishment.
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Application of the Unit

Application of the unit	This unit is used by smallgoods operators with responsibility for rotating and monitoring the shelf life of stored meat product.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store meat product	1.1. <i>Meat product</i> is stored at the required refrigerated temperature in accordance with <i>hygiene and sanitation, regulatory and workplace requirements</i> . 1.2. Meat product storage times and shelf life are documented for each meat product according to regulatory requirements. 1.3. Meat product is checked to ensure it is labelled in accordance with workplace and regulatory requirements.
2. Rotate stored meat product	2.1. Meat product is selected for rotation according to label documentation and workplace requirements. 2.2. Meat product is handled hygienically during rotation in accordance with regulatory and hygiene requirements. 2.3. Meat product is rotated according to regulatory, hygiene and workplace requirements. 2.4. Shelf life of meat product is considered in relation to the storage and rotation of meat and meat product. 2.5. Meat product is handled according to Occupational Health and Safety (<i>OH&S requirements</i>).
3. Maintain clean holding room	3.1. Holding room is cleaned according to regulatory, OH&S, hygiene and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- store meat product in accordance with temperature requirements
- demonstrate rotation of stored meat product in line with:
 - hygiene and sanitation requirements
 - OH&S requirements
 - regulatory requirements
 - workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- apply *communication* and *mathematical skills* relevant to the task
- work effectively as an individual and as a member of a team
- *explain* stock rotation requirements for meat products to regulatory and hygiene requirements
- select, organise, report and record routine information and mathematical data related to:
 - labelling
 - rotation and shelf life of meat product
 - storage of meat product
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- stock rotation requirements for meat products to regulatory and hygiene requirements
- effects on the product of the use of meat product which is beyond its useful life
- storage temperatures and shelf life for meat products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz
- question and answer

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Meat product</i> may include:	<ul style="list-style-type: none"> • cooked product • cured meat • dried meats • pate • pre-salted meat • Uncooked Comminuted Fermented Meats (UCFM).
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

RANGE STATEMENT	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Communication skills may include:	<ul style="list-style-type: none"> • communicating with diverse individuals and groups • listening and understanding • reading and interpreting workplace documentation • speaking clearly and directly.
Mathematical skills may:	<ul style="list-style-type: none"> • include routine estimation and calculation • involve percentages, comparisons and variations • involve the use of calculators.
Explanations may:	<ul style="list-style-type: none"> • be in everyday workplace language including mathematical language and some commonly used technical terms • be presented in writing using standard formats,

RANGE STATEMENT	
	proformas, charts and diagrams <ul style="list-style-type: none"> • be presented orally • include mathematical and other information from several sources.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS216B Inspect carton meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform routine carton meat inspection prior to further processing.
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Application of the Unit

Application of the unit	<p>This unit is applicable to workers in smallgoods, food service or retail outlets who routinely inspect carton meat for specification or contamination defects.</p> <p>This unit does not apply to workers performing Meat Hygiene Assessment (MHA) procedures for carton meat.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Open <i>carton meat</i>	1.1. Sample cartons are selected for inspection according to a sampling plan where every carton is not being inspected. 1.2. Inspection is conducted according to workplace requirements for facilities and for using Personal Protective Equipment (PPE). 1.3. Carton meat is inspected for contamination and specification defects according to workplace requirements. 1.4. Corrective action is taken according to workplace requirements. 1.5. Cartons are handled safely according to workplace and Occupational Health and Safety (OH&S) requirements . 1.6. Defects are recorded or reported according to workplace requirements. 1.7. Defects are segregated and disposed of in accordance with workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use sample program, where applicable
- perform inspection according to workplace requirements for **hygiene** and safety
- report defects, where appropriate
- apply defect reporting procedures
- apply relevant **communication** and **mathematical skills**
- apply relevant OH&S policies and procedures
- work effectively as an individual and as a member of a team
- apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE

- take appropriate corrective action when defects are found

Required knowledge

Knowledge of:

- appropriate inspection procedures
- defect reporting procedures
- Standard Operating Procedures (SOPs) for personal hygiene
- likely defects to be encountered
- work instructions for inspection

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • product specifications • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • question and answer • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Carton meat</i> may include:	<ul style="list-style-type: none"> • beef (e.g. brisket and tongues) • game meat • lamb (e.g. legs and tongues) • mutton • other meat species or products • pork (e.g. hand and spring) • veal.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • SOPs • the ability to perform the task to production requirements • work instructions.
Product <i>specifications</i> may vary	<ul style="list-style-type: none"> • customer and workplace requirements.

RANGE STATEMENT	
according to:	
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • PPE which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • involve listening and understanding, speaking clearly and directly • require reading and interpreting workplace-related documentation • require writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
<i>Hygiene</i> and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007

RANGE STATEMENT	
	Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS217A Prepare dry ingredients

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare dry ingredients in a smallgoods manufacturing establishment.
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Application of the Unit

Application of the unit	Operators require these skills and knowledge to prepare dry ingredients in preparation for further processing of meat and meat products.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select ingredients	<p>1.1. Ingredients are selected by type and quality according to product specifications.</p> <p>1.2. Dry ingredients are selected according to the formulation specification.</p> <p>1.3. Ingredients are handled hygienically at all times to prevent contamination.</p>
2. Weigh and batch ingredients	<p>2.1. Scales are correctly calibrated for precise measurement.</p> <p>2.2. Ingredients are placed in specific containers for weighing.</p> <p>2.3. Ingredients are weighed according to daily production requirements.</p> <p>2.4. Ingredients are sorted and weighed into batch quantities according to recipes and product requirements.</p> <p>2.5. Spices are mixed according to recipe.</p>
3. Record usage	<p>3.1. Ingredients are stored in a safe and hygienic manner.</p> <p>3.2. Usage of ingredients is accurately recorded to workplace requirements.</p> <p>3.3. Usage of ingredients is accurately reconciled to production specifications.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- weigh ingredients to product specifications and daily production requirements
- describe procedure to record usage of ingredients
- apply **mathematical skills** appropriate to the task
- work effectively with team members as appropriate
- **explain** and demonstrate batching in accordance with food standards code
- apply relevant Occupational Health and Safety (**OH&S**), workplace and **regulatory requirements**

REQUIRED SKILLS AND KNOWLEDGE

- use relevant *communication skills*

Required knowledge

Knowledge of:

- possible effects on product and on consumer health of using incorrect ingredients
- health and hygiene factors relating to the preparation of dry ingredients
- ingredient batches
- OH&S requirements related to the preparation of dry ingredients
- relevant workplace and regulatory requirements
- various additives, spices, binders and ingredients and explain their functions in the product
- procedure for checking scale accuracy
- steps to follow a recipe correctly

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- observation of performance over time
- quiz.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Ingredients</i> may	<ul style="list-style-type: none"> • need to adhere to legislative requirements • and may include: <ul style="list-style-type: none"> • additives • binders • pre-mixes • salt • spices.
<i>Product specifications</i> will vary according to:	<ul style="list-style-type: none"> • customer and workplace requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.

RANGE STATEMENT	
Mathematical skills may involve:	<ul style="list-style-type: none"> • accurate recording of volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • operations involving percentages, comparisons and variations • routine estimations and calculations using a range of specified formula and procedures.
Explanations may:	<ul style="list-style-type: none"> • be in everyday workplace language including mathematical language and some commonly used technical terms • be presented in writing using standard formats, proformas, charts and diagrams • be presented orally • include mathematical and other information from several sources.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • eye and facial protection • head-wear • lifting assistance • uniforms • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Communication skills may include	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information

RANGE STATEMENT	
	<ul style="list-style-type: none"> • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS218B Measure and calculate routine workplace data

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to calculate and record workplace measurements commonly used in the meat industry and includes the use of measuring instruments.
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Application of the Unit

Application of the unit	<p>Skills to measure and calculate statistical data are used widely throughout the retail, smallgoods and processing sectors of the meat industry, for example:</p> <ul style="list-style-type: none"> • measuring and calculating production statistics • recording production statistics • calculating consumption and replacement requirements of gloves, caps and other safety equipment • estimating or measuring quantities of ingredients.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use routine measuring instruments	<p>1.1. <i>Measuring instruments</i> are selected and used to measure common workplace units.</p> <p>1.2. Faults with measuring instruments are identified and reported according to standard procedures.</p>
2. Calculate routine workplace measures	<p>2.1. Basic <i>mathematical processes</i> are used to calculate routine workplace measures of <i>product characteristics</i>.</p> <p>2.2. <i>Calculations</i> are verified by using estimating techniques.</p>
3. Calculate <i>performance measures</i>	<p>3.1. Percentages, ratios and proportions are calculated to derive information about <i>workplace requirements</i> and performance.</p> <p>3.2. Deviations in performance are identified and measured to determine the extent of variations.</p>
4. Record routine workplace data	<p>4.1. Results are recorded on standard graphs or charts.</p> <p>4.2. Errors in recording information on charts are identified and rectified.</p> <p>4.3. Graphs or charts are interpreted to identify trends and variations.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify routine faults in measuring instruments
- achieve consistent levels of accuracy
- interpret mathematical symbols and diagrams
- explain the purpose of graphs or charts
- source and apply new ideas and techniques to address unfamiliar situations or resolve problems
- explain the relationship between different measurement scales
- apply relevant Occupational Health and Safety (*OH&S*), workplace and *regulatory requirements* whenever undertaking numeracy tasks in a meat industry

REQUIRED SKILLS AND KNOWLEDGE

environment

- present mathematical data for use in the workplace
- select, operate and explain the purpose of measuring instruments
- use and apply the principles and units of measurement
- use estimation processes
- use numeracy skills and *mathematical concepts* to solve workplace problems
- use relevant *communication skills*
- verify calculations

Required knowledge

Knowledge of:

- purpose of graphs or charts
- relationship between different measurement scales
- relevant OH&S, workplace and regulatory requirements
- principles and units of measurement

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Resources may include:

- a real or simulated work environment
- calculators as required
- conversion tables where required
- measuring instrumentation
- relevant documentation, such as:
 - manufacturer's instructions
 - operations manuals
 - regulatory requirements
 - work procedures, including advice on safe work practices, food safety and environmental requirements
 - workplace policies and procedures
- relevant equipment and materials
- work tasks requiring estimation and calculation

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace forms, documents, charts and graphs used for recording data.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> demonstration - explanation observation of performance over time simulation. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Measuring instruments</i> may include:	<ul style="list-style-type: none"> gauges measuring jugs, cups and spoons meters scales vernier callipers.
<i>Mathematical processes</i> must include:	<ul style="list-style-type: none"> addition division multiplication subtraction.
<i>Product characteristics</i> may	<ul style="list-style-type: none"> length

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • temperature • volume • weight.
<i>Calculations</i> may be made manually or by calculator, and may include:	<ul style="list-style-type: none"> • percentages • proportions • ratios • results using decimals, simple fractions and whole numbers.
<i>Performance measures</i> include:	<ul style="list-style-type: none"> • percentage • proportion • ratio.
<i>Records</i> may:	<ul style="list-style-type: none"> • be recorded manually • be computer based • be in print form • in an electronic system
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • licensing requirements • relevant regulations • state and territory regulations regarding meat processing.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise ethical standards, values and obligations • enterprise-specific procedures, policies and plans • hygiene and sanitation requirements • industrial awards and agreements • Standard Operating Procedures (SOPs) • work instructions.
<i>Mathematical concepts</i> may include:	<ul style="list-style-type: none"> • faster or slower • heavier or lighter • hotter or colder • shorter or longer.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS300B Operate mixer, blender unit

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to deal with specialist processing technologies to comminute meat and ingredients for further processing in a meat establishment.
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Application of the Unit

Application of the unit	A skilled operator in a smallgoods establishment may have responsibility for comminution of products such as devon, bloodwurst, salamis and berlinas.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up specialist cutting equipment	<p>1.1. Blades are checked for sharpness and correct sequence in accordance with <i>workplace</i> and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>1.2. Corrective action is taken as necessary.</p> <p>1.3. Equipment is washed down and sanitised according to hygiene and workplace requirements.</p> <p>1.4. Ingredients are loaded according to product specifications and OH&S requirements.</p>
2. Operate <i>specialist cutting equipment</i>	<p>2.1. Ingredients are checked to ensure conformity to product and customer specifications.</p> <p>2.2. Equipment is programmed to product specification and OH&S requirements.</p> <p>2.3. Ingredients are loaded in a specified regime for the style of the product.</p> <p>2.4. Product is processed according to product and manufacturer's specifications, and OH&S requirements.</p> <p>2.5. Silent or bowl cutter is operated to produce a variety of specified products to meat production requirements.</p> <p>2.6. Timing of the process is judged for correct texture according to product specifications.</p> <p>2.7. Temperature is controlled to product specifications, and <i>hygiene and sanitation requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • <i>explain</i> the health and hygiene factors related to operating a bowl cutter • identify various additives, spices and binders • operate bowl cutter to produce a variety of products to:

REQUIRED SKILLS AND KNOWLEDGE

- workplace requirements
- OH&S requirements
- hygiene and sanitation requirements
- product specifications
- production requirements
- demonstrate the difference in cutting techniques between raw meat *emulsions* and pre-cooked meat emulsions
- identify any unhygienic meat ingredients
- apply relevant *communication* and *mathematical skills*
- work effectively in a range of situations as an individual and as a team member
- apply relevant *regulatory requirements*
- take corrective action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective action to be taken in situations such as:
 - incorrect loading of ingredients
 - machinery malfunction
 - temperature malfunction
 - unhygienic meat ingredients
- common tests for blade sharpness:
 - no feathered edges
 - cutting paper without tearing
 - checking for ragged edges
- appropriate quantities of water or ice to ensure temperature is maintained according to product specifications
- consequences of loading ingredients in the incorrect order such as:
 - fat separation caused by over-heating etc
 - red colour after cooking
 - temperature control
- health and hygiene factors related to operating a bowl cutter
- importance of protein extraction
- effects on product and on health and safety of incorrectly placing product in equipment
- effect of meat temperature when cutting meat for salami
- effect on product of the temperature of the cutting equipment
- importance of blade sharpness for the cutting process and the consequences of

REQUIRED SKILLS AND KNOWLEDGE

- blunt blades
- purpose of the following additives:
 - anti-oxidant
 - curing ingredients
 - phosphate
 - salt
 - water
- difference in cutting techniques between raw meat *emulsions* and pre-cooked meat emulsions
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

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Overview of assessment

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These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions or operations manuals
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment are:

- demonstration - snapshot of performance
- quiz, question and answer

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear

RANGE STATEMENT	
	<ul style="list-style-type: none"> • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Specialist cutting equipment</i> may:	<ul style="list-style-type: none"> • involve <ul style="list-style-type: none"> • blending • chopping • mixing • include: <ul style="list-style-type: none"> • emulsifier • silent or bowl cutter.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular or graphic formats • be presented in writing • be presented orally • include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
<i>Emulsions</i> may include:	<ul style="list-style-type: none"> • cooked meat such as brawn, brine-based products, pates • raw meat, such as devon, frankfurts, fritz.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • listening and speaking with others • reading and interpreting workplace documentation.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of product formulation and specifications • monitoring, adjusting and calibrating equipment, stock control and usage.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS301B Cook, steam and cool product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare products with the application of heat treatment in a meat establishment.
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Application of the Unit

Application of the unit	A skilled operator would require this unit to prepare cooked and steamed products including trimmed meats, ready to cut meats, frankfurters and hams.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Place product in cooking or steaming facility	1.1. Individual product is identified and placed correctly in cooking or steaming facility for even cooking or steaming. 1.2. Product is spaced in cooking facility according to product and manufacturer's specifications.
2. Cook or steam product	2.1. Correct cooking or steaming procedure is determined. 2.2. Cooking or steaming cycle is set and maintained according to specifications and workplace requirements . 2.3. Cooking or steaming process is regularly monitored and adjusted as necessary to fulfil product specifications. 2.4. Internal temperature of product is checked on completion of cooking or steaming cycle to ensure correct process has been achieved. 2.5. A variety of products are cooked or steamed to workplace requirements and customer specifications at a speed similar to production requirements. 2.6. Process and results of cooking or steaming are correctly recorded. 2.7. Product is dyed to achieve a uniform colour when required by product specifications.
3. Chill or cool product	3.1. Product is weighed immediately on completion of cooking or steaming cycle. 3.2. Product is chilled immediately or cooled at ambient temperature before chilling according to product specifications. 3.3. Product is identified and stored according to product specifications and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

Ability to:

- cook or steam of a variety of products to product specifications, to workplace, customer, Quality Assurance (QA) and *hygiene and sanitation requirements*
- identify the cause and effects of, and explain the appropriate action for:
 - cycle out of sequence
 - drops during cooking
 - excess cooking or steaming
 - excess humidity
 - insufficient cooking or steaming
 - low humidity
- operate cooking or steaming facility in a safe and hygienic manner
- demonstrate storage procedures
- apply relevant *communication* and *mathematical skills*
- work effectively in a range of situations as an individual and as a member of a team
- apply relevant Occupational Health and Safety (*OH&S*) and *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- correct cooking or steaming procedure for specific products
- procedure followed to measure product internal temperatures correctly
- chilling or cooling requirements for different products
- dye addition procedures for a given range of products
- effect of incorrect chilling on yield
- effects of incorrect spacing or placement of product for cooking or steaming
- recording requirements for the cooking or steaming process
- relevant OH&S and regulatory requirements
- cause and effects of
 - cycle out of sequence
 - drops during cooking
 - excess cooking or steaming
 - excess humidity
 - insufficient cooking or steaming
 - low humidity

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.

Context of, and specific resources for assessment

Resources may include:

- real work environment
- relevant documentation such as:
 - manufacturer's instructions
 - regulatory requirements
 - workplace policies and procedures
- relevant equipment and materials.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz
- observation of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Product</i> may include:	<ul style="list-style-type: none"> • canned meat products • frankfurters • ham • ready to cut meats.
<i>Cooking</i> includes:	<ul style="list-style-type: none"> • baking • dry cooking • hot water immersion.
<i>Steaming</i> may be via	<ul style="list-style-type: none"> • a steam room o • direct steam injection.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Product may be <i>chilled or cooled</i> by:	<ul style="list-style-type: none"> • chill cabinets • immersing in ambient running water • placing in cool room • placing in intensive or blast chillers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • showering with ambient water • use of intensive coolers • washing in water/brine.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Communication skills may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • involve listening and speaking clearly • involve reading and interpreting workplace-related information • require interpreting the needs of internal or external customers.
Mathematical skills may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of product formulation and specifications • monitoring, adjusting and calibrating equipment, stock control and usage.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards

RANGE STATEMENT	
	<ul style="list-style-type: none"> • relevant regulations • federal, state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS302B Prepare dried meat

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select and dry meat cuts for the production of dried meat products.
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Application of the Unit

Application of the unit	This unit is applicable to workers producing products such as jerky, biltong and dried pet treats (e.g. pigs' ears).
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select and prepare meat for drying	1.1. Meats cuts are selected for drying according to workplace <i>specifications</i> . 1.2. Meat is inspected for defects. 1.3. Defects are identified and corrective action taken according to <i>workplace requirements</i> . 1.4. Meat is prepared and stored prior to processing according to workplace requirements.
2. Dry meat <i>products</i>	2.1. Pre-operational checks on drier are performed according to workplace requirements. 2.2. Drier is loaded according to workplace requirements, including <i>hygiene and sanitation</i> , and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 2.3. Drier is operated according to workplace requirements, including observing time and temperature specifications. 2.4. Records are maintained according to workplace requirements. 2.5. Drier is emptied according to workplace requirements.
3. Inspect and store dried meat	3.1. Dried product is inspected according to workplace requirements. 3.2. Dried product is stored prior to packing according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • apply relevant <i>communication</i> and <i>mathematical skills</i> • work effectively in a range of situations as an individual and as a team member • apply workplace specifications for meat to be dried • apply relevant <i>regulatory requirements</i> • identify defects that have to be inspected for possible causes of contamination

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- ways of preventing contamination
- OH&S hazards associated with operating a drier
- workplace specifications for meat to be dried
- relevant regulatory requirements
- time and temperature requirements for the variety of products produced

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources include:

- drying or smoking equipment, machinery or production facility
- equipment meeting safety requirements
- product specifications and ingredients.

Method of assessment

Recommended methods of assessment include:

- demonstration
- quiz
- question and answer
- observation of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Product <i>specifications</i> may vary according to:	<ul style="list-style-type: none"> customer and workplace requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements work instructions.
<i>Product</i> may include:	<ul style="list-style-type: none"> beef (brisket and tongues) game meat lamb (legs and tongues) mutton other meat species or products pork (hand and spring) veal.

RANGE STATEMENT	
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • listening and understanding, speaking clearly and directly • reading and interpreting workplace communication.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature and weights.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	for Human Consumption.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS303B Fill casings

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and fill casings.
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Application of the Unit

Application of the unit	This unit is suitable for operators working in smallgoods manufacturing establishments or value-adding, wholesaling and food services establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare casings	<p>1.1. Casings are calibrated according to product specifications and workplace requirements.</p> <p>1.2. Specifications of casings are confirmed for each product.</p> <p>1.3. Casings are checked for faults according to workplace requirements.</p> <p>1.4. Casings are prepared as required according to workplace requirements.</p> <p>1.5. Casings are flushed thoroughly with clean water in accordance with workplace requirements.</p> <p>1.6. Casings are spooled or pulled into filling tube or nozzle in preparation for further processing.</p> <p>1.7. Correct quantity of casings is prepared in accordance with production specifications.</p> <p>1.8. Casings are prepared according to Occupational Health and Safety (OH&S) and hygiene and sanitation requirements.</p> <p>1.9. Casings are stored according to manufacturer's specifications and hygiene requirements.</p>
2. Prepare filling machinery	<p>2.1. Requirements in preparation for start-up of filling machine are completed to workplace requirements.</p> <p>2.2. Machine requirements are set correctly.</p> <p>2.3. Start-up procedures are followed to workplace requirements.</p> <p>2.4. Filling materials are attached and changed to workplace requirements and product specifications.</p> <p>2.5. OH&S, hygiene and sanitation requirements are followed.</p>
3. Fill casings	<p>3.1. Appropriate casings and filling nozzle are selected according to requirements and product specifications.</p> <p>3.2. Filler is loaded and casings are filled to consistency required by product specifications.</p> <p>3.3. Defective product is identified, removed and reported according to workplace requirements.</p>
4. Clean equipment	<p>4.1. Equipment is cleaned according to manufacturer's specifications and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify casing size requirement according to product specifications
- identify casing size requirements for specific products in regard to length, weight and diameter
- prepare casings to product specifications and workplace procedures
- identify possible faults in natural and synthetic casings
- correctly fill a range of product lines in terms of:
 - casing
 - clips
 - length
 - tension
 - weight
- perform filling to required product specifications
- identify over-filled and under-filled products
- identify, remove and report defective product according to workplace procedures
- match clip size to casing
- apply relevant *communication* and *mathematical skills*
- work effectively in a range of situations as an individual and as a team member
- *describe* storage requirements of soaked casings carried over from production
- explain storage requirements of both natural and synthetic casings
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- procedures followed to set up filling machine to correct specifications
- appropriate corrective action for:
 - casing breakages and bent nozzles
 - jammed clips or loops
 - poorly-printed casings
- storage requirements of soaked casings carried over from production
- filling yield of various sizes and types of casings
- purpose of each phase of casing preparation

REQUIRED SKILLS AND KNOWLEDGE

- possible faults in skins and explain their effect on the product
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- filling equipment, casings
- manufacturer's instructions
- product specifications
- workplace environment
- workplace procedures.

Method of assessment

Recommended methods of assessment include:

- demonstration of casing preparation and filling
- quiz of underpinning knowledge
- workplace referee report over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Product specifications</i> may include:	<ul style="list-style-type: none"> • colour • consistency and firmness • shape • size • thickness • weight.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Casing specifications</i> may include:	<ul style="list-style-type: none"> • natural • synthetic.
Possible casing <i>faults</i> may	<ul style="list-style-type: none"> • breakage

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • contamination • fluctuations in diameter • incorrect label information • poor cleanliness • poor colour • tearing • thick ends • weakness • webbing • whiskers • worm holes • wrong diameter.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Communication</i> may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related communication.

RANGE STATEMENT	
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • accurate recording of volume, weight and quantity in standard formats and proformas • interpreting and drawing conclusions from routine charts, bar graphs, pie charts, etc • percentages, comparisons, variations • routine estimations and calculations using a range of specified formulas and procedures.
<i>Descriptions</i> may:	<ul style="list-style-type: none"> • be in everyday workplace language including mathematical language and some commonly used technical terms • be presented in writing using standard formats, proformas, charts and diagrams • be presented orally • include mathematical and other information from several sources.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS304B Thaw product - water

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to thaw frozen product in preparation for further processing.
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Application of the Unit

Application of the unit	This unit is applicable to workers in smallgoods plants where further processing of frozen product is required.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Thaw product</i> in water	<p>1.1. Meat to be thawed is selected according to <i>workplace requirements</i>.</p> <p>1.2. Tanks are checked and prepared according to work instructions.</p> <p>1.3. Product is thawed according to work instructions.</p> <p>1.4. Tank flows are monitored to meet <i>regulatory requirements</i>.</p> <p>1.5. Product temperature monitoring and recording is completed according to workplace requirements.</p> <p>1.6. Thawing is completed in accordance with Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>1.7. Potential sources of contamination and cross-contamination are identified and minimised.</p>
2. Store and despatch thawed product and forward for processing	<p>2.1. Thawed product is rotated according to workplace requirements.</p> <p>2.2. Thawed product is stored according to workplace requirements.</p> <p>2.3. Records are kept according to workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- check and prepare tanks for thawing
- identify contaminated product prior to thawing and take corrective action according to workplace requirements
- thaw product according to workplace and regulatory requirements
- apply relevant *communication* and *mathematical skills*
- work effectively in a range of situations as an individual and as a member of a team
- maintain control of the flow of product through thawing and dispatch to further processing

REQUIRED SKILLS AND KNOWLEDGE

- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices

Required knowledge

Knowledge of:

- sources of contamination and cross-contamination
- ways of minimising contamination
- regulations dealing with thawing of product
- workplace requirements for thawing product including:
 - OH&S requirements.
 - Standard Operating Procedures (SOPs)
 - stock rotation
 - work instructions

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this Unit of Competency is</p>

EVIDENCE GUIDE**assessment**

available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Product may be ***thawed*** by:

- immersing in ambient running water
- showering with ambient water
- washing in water or brine.

Product may include:

- beef
- game meat
- lamb
- mutton
- pork
- veal
- other meat species or products.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • speaking and listening • reading and interpreting workplace communication.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMS305B Thaw product - air

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to thaw product using air for further processing or re-working.
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Application of the Unit

Application of the unit	This unit is applicable to workers in smallgoods plants who have to thaw frozen product using air prior to further processing. It may also be applicable in boning rooms where carton product fails Quality Assurance (QA) requirements and has to be re-worked.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Thaw product</i> in air	1.1. Product to be thawed is selected and moved to thawing chillers according to <i>workplace requirements</i> . 1.2. Chillers are checked according to workplace requirements. 1.3. Product is thawed according to work instructions and <i>regulatory requirements</i> . 1.4. Product monitoring and recording is completed according to workplace requirements. 1.5. Thawing is undertaken in accordance with workplace Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i> . 1.6. Potential sources of contamination and cross-contamination are identified and minimised.
2. Store and despatch thawed product	2.1. Thawed product is stored and rotated according to workplace and regulatory requirements. 2.2. Product segregation is maintained as required. 2.3. Records are kept according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- thaw product according to workplace and regulatory requirements
- maintain control of the flow of product through thawing and despatch to further processing
- apply relevant *communication* and *mathematical skills*
- check and prepare chillers for thawing
- work effectively in a range of situations as an individual and as a team member
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- ways of minimising contamination
- regulations dealing with the thawing of product
- workplace requirements for thawing product including:
 - OH&S
 - Standard Operating Procedures (SOPs)
 - stock rotation
 - work instructions
- sources of contamination and cross-contamination

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for</p>	<p>A current list of resources for this Unit of Competency is</p>

EVIDENCE GUIDE**assessment**

available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Product may be ***thawed*** by:

- chill cabinets
- placing in cool room
- use of intensive coolers.

Product may include:

- beef
- game meat
- lamb
- mutton
- pork
- veal
- other meat species or products.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Regulatory requirements may include:

- Export Control Act
- federal, state and territory regulations regarding meat processing
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations.

OH&S requirements may include:

- enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • listening and understanding, speaking clearly and directly • reading and interpreting workplace communication.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	
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MTMS306B Identify and repair equipment faults

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to locate and repair or replace faulty components in equipment as agreed in the workplace.
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Application of the Unit

Application of the unit	This unit is applicable to the retail, smallgoods and processing sectors of the meat industry.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Locate equipment <i>faults</i>	1.1. Unit or sub-system performance is monitored to identify presence of actual and/or potential faults. 1.2. Built in test functions, fault indicators or alarms and error codes are monitored and appropriate maintenance records are checked and reviewed. 1.3. Equipment faults are detected using established fault diagnoses techniques and procedures. 1.4. Faults are recorded and/or reported according to standard procedures.
2. Repair and/or replace faulty equipment components	2.1. Equipment is isolated according to standard procedures in preparation for component repair or replacement. 2.2. Faulty components are removed using appropriate <i>tools</i> and techniques in accordance with standard procedures. 2.3. Faulty components are repaired and/or replaced in accordance with manufacturer's specifications and standard procedures. 2.4. Unit, sub-system or system is checked and tested to confirm that maintenance has been completed to specifications. 2.5. Tools are used according to manufacturer's specifications to achieve desired outcomes. 2.6. Waste arising from maintenance is disposed according to waste management requirements. 2.7. Maintenance information is recorded in the company <i>reporting system</i> .

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare equipment and work area to conduct maintenance

REQUIRED SKILLS AND KNOWLEDGE

- wear personal protective clothing for maintenance work
- apply relevant regulatory requirements
- follow *instructions* in undertaking agreed maintenance task
- diagnose and repair or replace faulty equipment according to Occupational Health and Safety (*OH&S*), *hygiene and sanitation*, *workplace requirements* and manufacturer's specifications
- apply fault diagnosis techniques and procedures
- demonstrate the use of common hand and power tools used for component repair or replacement
- verify completion of repair or replacement
- clean maintenance tools or equipment
- maintain a clean and safe work area
- pack or store tools in designated location
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- seek advice from others, manuals etc to learn new skills and techniques
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- common problems in conducting maintenance
- consequences of incorrect or inadequate maintenance
- *environmental aspects* related to maintenance
- equipment isolation requirements
- food safety factors in maintaining equipment
- OH&S hazards and controls
- purpose and use of common hand and power tools used for component repair or replacement
- fault diagnosis techniques and procedures
- purpose of routine preventative maintenance
- quality parameters to be achieved
- recording or reporting systems and processes
- relationship of maintenance to other work activities in the meat or enterprise plant
- roles of and relationships with others involved in carrying out maintenance functions
- services used in maintenance
- significance of minimising equipment down time
- waste handling requirements
- relevant *regulatory requirements*

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating and production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions and operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • assignment • simulation

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> workplace referee or third party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Faults</i> may occur in:	<ul style="list-style-type: none"> individual units sub-systems systems.
<i>Tools</i> may include:	<ul style="list-style-type: none"> hand held power tools small hand tools.
<i>Reporting systems</i> may include:	<ul style="list-style-type: none"> electronic manual data storage systems.
Maintenance <i>instructions</i> may include:	<ul style="list-style-type: none"> manufacturer's instructions and manuals regulatory requirements verbal instructions from a supervisor workplace procedures.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • interacting with people from a range of cultural, social and ethnic backgrounds • listening, understanding and speaking clearly • reading and interpreting workplace information • the use of communications technology.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • estimation and calculation • the use of calculators and computer software packages • the use of familiar and unfamiliar complex formula • product formulations and specifications • interpreting and drawing conclusions from a range of simple and complex mathematical tables, charts, bar graphs and pie charts • monitoring, adjusting and calibrating formula,

RANGE STATEMENT	
	specifications, outputs and equipment <ul style="list-style-type: none"> • synthesis and analysis of mathematical information from more than one source.
<i>Environmental aspects</i> may include:	<ul style="list-style-type: none"> • dust • heat • noise • waste handling.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • relevant regulations • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS307A Sort meat

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select and sort meat products to specification in a meat establishment.
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Application of the Unit

Application of the unit	A skilled operator in a smallgoods establishment would sort meat prior to batching and further processing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Sort products</i>	1.1. Products are correctly selected by <i>specification</i> according to customer and <i>workplace requirements</i> . 1.2. Contaminated products are identified and dealt with according to workplace and <i>hygiene requirements</i> . 1.3. Products are correctly sorted by specification according to workplace requirements.
2. Classify products	2.1. Products are accurately measured to specification according to workplace requirements. 2.2. Products are described to specification according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify a range of meat cuts related to sorting meat
- sort and classify meat products to:
 - customer requirements
 - hygiene and sanitation requirements
 - quality requirements
 - Occupational Health and Safety (*OH&S*) requirements
 - workplace requirements
- *explain* and demonstrate methods of accurately measuring and describing products to specification
- use relevant *communication skills*
- work effectively as an individual and with other team members
- apply relevant *regulatory requirements*

Required knowledge

Knowledge of:

- hygiene requirements for sorting meat
- likely contaminants

REQUIRED SKILLS AND KNOWLEDGE

- regulatory requirements
- workplace requirements for sorting meat

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions or operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • question and answer • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Product</i> may be <i>sorted</i> according to:	<ul style="list-style-type: none"> • age of meat • amount of fat • any blemishes • colour and texture of fat • colour of meat • conformation • differentiation of classes • sex • texture of meat • weight.
<i>Specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • industry standards • workplace procedures.
<i>Workplace requirements</i> may	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice • safety precautions such as: <ul style="list-style-type: none"> • accident prevention • electrical fault • emergency evacuation • emergency procedures in case of injury • equipment malfunction.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be presented orally, in writing using standard formats, or using a range of communications technology and media • include information from several sources • present information in diagrammatic, tabular, graphic or pictorial formats • require summaries of information for

RANGE STATEMENT	
	presentation to work colleagues <ul style="list-style-type: none"> • use workplace, mathematical and technical language.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS308A Batch meat

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to batch meat products to specification in a meat establishment.
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Application of the Unit

Application of the unit	A skilled smallgoods operator would batch meat already sorted to specification, in readiness for further processing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select sorted meat	<p>1.1. Sorted <i>meat</i> is selected by type according to product and customer specifications.</p> <p>1.2. Sorted meat is selected according to Occupational Health and Safety (<i>OH&S</i>), and <i>hygiene and sanitation requirements</i>.</p> <p>1.3. Correct meat, by-product and stock are selected according to the formulation specification and <i>workplace requirements</i>.</p>
2. Prepare batched meat	<p>2.1. Scales are calibrated in accordance with product specifications and workplace requirements.</p> <p>2.2. Meat is placed in appropriate containers and is weighed according to production specifications.</p> <p>2.3. Meat is batched according to workplace hygiene requirements.</p>
3. Record usage of meat	<p>3.1. Meat is stored in accordance with workplace, <i>OH&S</i>, and hygiene and sanitation requirements.</p> <p>3.2. Usage of meat is recorded in accordance with workplace and <i>regulatory requirements</i>.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare equipment and work area prior to batching meat
- calibrate scales correctly
- follow a recipe correctly
- batch product to specifications at a speed similar to the speed of production
- demonstrate accurate record keeping practices for meat usage
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and with other team members
- apply relevant *OH&S*, workplace and regulatory requirements

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- batching requirements for the workplace
- consequences of using incorrect meat for both the product and the consumer
- hygiene and sanitation factors associated with the selection of meat
- relevant OH&S, workplace and regulatory requirements
- critical information within the Australia New Zealand Food Standards Code relevant to immediate work environment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions or operations manuals • regulatory requirements • workplace policies and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended method of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • question and answer • observation of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Types of <i>meat</i> may include:	<ul style="list-style-type: none"> • beef • grain-fed or grass-fed beef • lamb • mutton • pork • veal • other approved species.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection

RANGE STATEMENT	
	<ul style="list-style-type: none"> • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • relevant Australian Standards • relevant regulations.
Communication skills may include	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.
Mathematical skills may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of product formulation and specifications • monitoring, adjusting and calibrating

RANGE STATEMENT	
	equipment <ul style="list-style-type: none"> • stock control and usage.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS309B Operate product forming machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and control a production line using product-forming machinery.
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Application of the Unit

Application of the unit	This unit is applicable to smallgoods manufacturing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up <i>product</i> forming equipment	1.1. All processing equipment is <i>set up</i> according to production requirements. 1.2. Appropriate Personal and Protective Equipment (PPE) is used as provided. 1.3. Routine pre-start checks are conducted prior to commencement of operation. 1.4. Required product materials are in place.
2. Operate product forming machinery	2.1. Product forming machinery is used according to <i>workplace requirements</i> . 2.2. Appropriate remedial action is taken to correct any faults in process or product. 2.3. Process is monitored to confirm that specifications are met, and variations in operating conditions are addressed. 2.4. Daily production schedule is met. 2.5. Workplace records are maintained according to workplace recording requirements.
3. Ensure smooth operation of process	3.1. Potential dangers from hazards are identified and actions reflect the required precautions. 3.2. Oral <i>communication</i> with team members is clear and accurate. 3.3. Faults and variances outside the job holder's area of responsibility are reported promptly, clearly and accurately to an appropriate authority. 3.4. Team members are encouraged and supported to work as an effective team. 3.5. Safe working procedures are followed at all times.
4. Shut-down the process	4.1. Appropriate shut-down procedure is identified. 4.2. Process is shut-down according to workplace procedures. 4.3. Faults and variances outside area of responsibility are reported promptly, clearly and accurately to an appropriate authority.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply production documentation requirements and procedures
- apply relevant communication and *mathematical skills*
- work effectively as an individual or as a member of a team
- demonstrate teamwork practices and team-building techniques
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and workplace requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- relevant QA and inspection procedures and systems
- materials and equipment specifications
- Standard Operating Procedures (SOPs)
- food safety and Hazard Analysis Critical Control Points HAACP requirements
- precautions necessary to ensure safety
- how output is maximised while still meeting quality and safety requirements
- limits of authority
- tolerance allowable in the quality system and when action should be taken
- production documentation requirements and procedure
- relevant OH&S, regulatory and workplace requirements
- potential dangers in specific plant and equipment

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace project • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Product</i> may include:	<ul style="list-style-type: none"> • devon, polony, fritz • frankfurts • salami • sausages.
Machine <i>set up</i> may include:	<ul style="list-style-type: none"> • selecting or entering programs on to automatic machines to specifications.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
<i>Communication</i> may:	<ul style="list-style-type: none"> • be with people from a range of cultural, social and ethnic backgrounds • involve listening and understanding, speaking clearly and directly • involve reading and interpreting workplace-related communication.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • OH&S legal requirements • PPE which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS310B Operate link and tie machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and control the use of link and tie machinery in a smallgoods manufacturing operation.
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Application of the Unit

Application of the unit	This unit is applicable to smallgoods manufacturing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Set up</i> link and tie machinery	1.1. All equipment is set up according to production requirements. 1.2. Appropriate personal protective equipment (PPE) is used as provided. 1.3. Routine pre-start checks are conducted prior to commencement of operation. 1.4. Required materials are in place.
2. Operate link and tie machinery	2.1. Link and tie machinery is used according to <i>workplace requirements</i> and <i>product</i> specifications. 2.2. Appropriate remedial action is taken to correct any faults in process or product. 2.3. Process is monitored to confirm that specifications are met, and variations in operating conditions are addressed. 2.4. Daily production schedule is met. 2.5. Workplace records are maintained according to workplace recording requirements.
3. Ensure smooth operation of process	3.1. Potential dangers from hazards are identified and actions reflect the required precautions. 3.2. Clear and accurate oral communication is used with team members. 3.3. Faults and variances outside area of responsibility are reported promptly, clearly and accurately to an appropriate authority. 3.4. Team members are encouraged and supported to work as an effective team. 3.5. Safe working procedures are followed at all times.
4. Shut-down the process	4.1. Appropriate shut-down procedure is identified. 4.2. Process is shut-down according to workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

Ability to:

- Apply fault-finding, rectification and reporting procedures.
- demonstrate correct use of PPE
- identify potential dangers in specific plant and equipment
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply production documentation requirements and procedures
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a member of a team
- demonstrate teamwork practices and team-building techniques
- apply relevant Occupational Health and Safety (*OH&S*), *regulatory* and workplace requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- Standard Operating Procedures (SOPs)
- safe working procedures and systems
- materials and equipment specifications
- production documentation requirements and procedures
- relevant QA) and inspection procedures and systems
- food safety and HACCP requirements
- precautions necessary to ensure safety
- how input is maximised while still meeting quality and safety requirements
- limits of authority
- rationale for linking, tying and hanging products
- tolerances allowable in the quality system and when action should be taken
- workplace requirements for dealing with waste product and broken casings
- relevant OH&S, regulatory and workplace requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions.

Method of assessment

Recommended methods of assessment include:

- workplace demonstration
- quiz of underpinning knowledge
- workplace project
- workplace referee report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.

EVIDENCE GUIDE**Guidance information for assessment**

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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Machine *set up* may include:

- selecting or entering programs onto automatic machines to specifications.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- QA requirements
- SOPs
- the ability to perform the task to production requirements
- work instructions.

Product may include:

- boneless ham
- devon, polony and fritz
- frankfurts
- salamis
- sausages
- strassbourg.

Communication may:

- be with people from a range of cultural, social and ethnic backgrounds
- involve listening and understanding, speaking clearly and directly
- involve reading and interpreting workplace-related communication.

Mathematical skills may include:

- collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.

RANGE STATEMENT	
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory</i> requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMS311B Operate complex slicing and packaging machinery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate and control slicing and packaging machinery in smallgoods manufacturing operations.
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Application of the Unit

Application of the unit	This unit is applicable to smallgoods manufacturing operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Set up</i> equipment for operation	1.1. Packaging components and consumables, <i>materials</i> and items to be packaged or sliced are confirmed and loaded to meet operating requirements. 1.2. Cleaning and maintenance requirements, and status, are identified and confirmed. 1.3. Machine components and related attachments are fitted and adjusted to meet operating requirements. 1.4. <i>Pre-start checks</i> are carried out as required by <i>workplace requirements</i> . 1.5. Appropriate Personal Protective Equipment (PPE) is used as provided.
2. Operate <i>slicing and packaging machinery</i>	2.1. Process is started and operated according to workplace procedures and <i>product</i> specifications. 2.2. Equipment is monitored to identify variation in operating conditions. 2.3. Variation in equipment operation is identified and maintenance requirements are reported according to workplace reporting requirements. 2.4. Appropriate remedial action is taken to correct any faults in process or product. 2.5. Workplace housekeeping standards are met. 2.6. Daily production schedule is met. 2.7. Workplace records are maintained according to workplace recording requirements.
3. Ensure smooth operation of process	3.1. Potential dangers from hazards are identified and actions reflect the required precautions. 3.2. Equipment performance is checked and adjusted as required. 3.3. Clear and accurate oral <i>communication</i> is used with team members. 3.4. Team members are encouraged and supported to work as an effective team. 3.5. Safe working procedures are followed at all times.
4. Shut down the process	4.1. Appropriate shut-down procedure is identified. 4.2. Process is shut-down according to workplace procedures. 4.3. Faults and variances outside area of responsibility are reported promptly, clearly and accurately to an appropriate authority.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate correct use of protective clothing and equipment
- apply production documentation requirements and procedures
- identify potential dangers in specific plant and equipment
- apply fault-finding, rectification and reporting procedures
- apply relevant communication and *mathematical skills*
- work effectively as an individual
- demonstrate teamwork practices and team-building techniques
- observe relevant Quality Assurance (QA) and inspection procedures and systems
- apply relevant Occupational Health and Safety (*OH&S*) and *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- Standard Operating Procedures (SOPs)
- safe working procedures and symptoms
- materials and equipment specifications
- production documentation requirements and procedures
- relevant QA and inspection procedures and systems
- food safety and Hazard Analysis Critical Control Point (HACCP) requirements
- precautions necessary to ensure safety
- limits of authority
- optimisation of processing
- tolerances allowable in the quality system and when action should be taken
- workplace requirements for dealing with waste product
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz of underpinning knowledge • workplace project • workplace referee report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
<p>Guidance information for assessment</p>	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or</p>

EVIDENCE GUIDE

	telephone 1800 817 462.
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Machine <i>set up</i> may include:	<ul style="list-style-type: none"> programming automatic machines to specifications.
<i>Materials</i> may include:	<ul style="list-style-type: none"> ink materials for data coder product trays vacuum packaging film.
<i>Pre-start checks</i> must include:	<ul style="list-style-type: none"> cleaning checks machine guards safety checks.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific requirements OH&S requirements QA requirements SOPs the ability to perform the task to production requirements work instructions.
<i>Slicing and packaging machinery</i> may include:	<ul style="list-style-type: none"> data coder packaging machinery such as vacuum packaging machinery rail system slicing machines.
<i>Product</i> may include:	<ul style="list-style-type: none"> bacon boneless ham salamis.
<i>Communication</i> may:	<ul style="list-style-type: none"> be with people from a range of cultural, social and ethnic backgrounds involve listening and understanding, speaking

RANGE STATEMENT	
	<p>clearly and directly</p> <ul style="list-style-type: none"> involve reading and interpreting workplace-related communication.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> collection, estimation, calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements PPE which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS312A Prepare meat-based pates and terrines for commercial sale

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare meat-based pâtés and terrines for commercial sale
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Application of the Unit

Application of the unit	This Unit is applicable to smallgoods producers who are developing and manufacturing pâtés and terrines for commercials sale.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare ingredients	1.1. Work area is prepared. 1.2. <i>Ingredients</i> for <i>pâtés and terrines</i> are selected according to specifications. 1.3. Meat and offal ingredients are pre-prepared according to specifications. 1.4. Meat, offal and other ingredients are pre-cooked according to specifications. 1.5. Moulds for <i>pâtés</i> and <i>terrines</i> are prepared and <i>lined</i> according to specifications. 1.6. Pre-operational checks are set up and conducted on required <i>specialised machinery</i> .
2. Prepare <i>pâtés</i> and <i>terrines</i>	2.1. A range of binding agents and processes required in the preparation of basic forcemeat are prepared and used. 2.2. A range of pastries suitable for <i>pâté en crouste</i> are prepared and handled correctly to ensure high quality and attractive presentation. 2.3. Specialised machinery for making <i>pâtés</i> and <i>terrines</i> is used correctly and safely according to manufacturer instructions. 2.4. <i>Pâtés</i> and <i>terrines</i> are cooked to specification ensuring non-spore forming pathogens are destroyed. 2.5. Product stability and spreadability are assessed.
3. <i>Pack and store</i> <i>pâtés</i> and <i>terrines</i>	3.1. <i>Pâtés</i> and <i>terrines</i> are selected and packed using appropriate packaging. 3.2. <i>Pâtés</i> and <i>terrines</i> are chilled at a sufficient rate to prevent spore-forming pathogens. 3.3. <i>Pâtés</i> and <i>terrines</i> are stored according to regulatory requirements.
4. Develop new recipes	4.1. Recipes for <i>pâtés</i> and <i>terrines</i> are developed using a range of suitable products, with consideration given to food safety, taste and presentation. 4.2. New recipes are costed and priced. 4.3. Customer response to new recipes are assessed and evaluated.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- apply presentation skills for pâtés and terrines, including pastry decoration, glazing and layering of ingredients
- assess the freshness and suitability of ingredients for pâtés and terrines
- pre-prepare meat and offal using safe knife skills
- cook meat emulsions
- develop commercially viable new recipes
- correctly package and store finished products
- poach or boil products, as required
- use communication and numeracy skills required to read, write and interpret written documentation, such as recipes and regulatory requirements
- listen to, interpret and correctly carry out instructions
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- work effectively in a range of situations as an individual and as a team member.

Required knowledge

Knowledge of:

- ingredients suitable for making pâtés and terrines and their characteristics
- culinary terms related to pâtés and terrines commonly used in the industry
- properties and outcomes of the various seasonings, additives, binding agents and processes used in the preparation of pâtés and terrines
- core temperature requirements associated with the various stages of pâté production
- heating and cooling processes required to ensure end product is safe for consumption and meets regulatory requirements
- safe work practices, in particular in relation to using chopping and mincing equipment
- food safety requirements for the handling and separation of cooked and raw meats
- hygiene requirements particularly relating to possible bacterial spoilage in the preparation, storage and service of pâté and terrine products
- casings and containers suitable for commercial use and storage of pâtés and terrines
- three-stage cooling program or regime specified in the Australian standard
- principles of nutrition, in particular, the food values of pâtés and terrines and the effects of cooking on the nutritional value of food
- packing and storage requirements for pâtés and terrines
- organisation's food safety plan.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time. These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

Candidates must be able to:

- produce a minimum of one type of pâté or terrine
- demonstrate knowledge of product-specific food safety hazards and control measures
- develop a minimum of three new recipes and test one recipe.

Context of and specific resources for assessment

Assessment must occur in the workplace under normal production conditions.

Resources may include:

- workplace recipes and formulations
- manufacturer's instructions

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • product specifications • food safety plan • workplace equipment • workplace procedures.
Method of assessment	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • demonstration of pâté/terrine preparation • quiz of underpinning knowledge • workplace referee report over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Ingredients</i> may include:	<ul style="list-style-type: none"> • offal, livers • veal, ham and pork • game • poultry • Australian native game, fruits and products. • dairy foods • vegetables.
<i>Pâtés and terrines</i> are:	<ul style="list-style-type: none"> • any edible food that has been ground or pureed to a paste and set and/or baked in a container

RANGE STATEMENT	
	or mould <ul style="list-style-type: none"> • they can be made from a range of ingredients including meats, poultry, game, fruits and vegetables • terrines are generally of coarser consistency than pâtés and are baked in a pot (a terrine) after which they are named.
Ingredients for <i>lining moulds</i> may include:	<ul style="list-style-type: none"> • pork fat • pork caul • vegetables • pastry • skins.
<i>Specialised machinery</i> may include:	<ul style="list-style-type: none"> • bowl cutters or food processors • food mills, mixers and blenders • mincers • fryers and related pre-cooking equipment • immersion cookers • water cooling baths.
<i>pâtés en croute</i> are:	<ul style="list-style-type: none"> • pâtés or terrines that have been baked in a pastry casing.
<i>Packing and storing</i> may involve the use of:	<ul style="list-style-type: none"> • blast chillers • vacuum packaging equipment.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMS313A Prepare product formulations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare product formulations in a meat establishment.
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Application of the Unit

Application of the unit	Skilled operators involved in the preparation of salamis and smallgoods products and mixing combinations of additives, spices and binders may require this unit.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare product formulations	<p>1.1. Recipes and product specifications are followed to formulate products in accordance with <i>workplace</i> and <i>regulatory requirements</i>.</p> <p>1.2. Products are formulated in accordance with product specifications, <i>hygiene and sanitation</i>, regulatory and workplace requirements.</p> <p>1.3. <i>Ingredients</i> are checked to ensure they meet product specifications and regulatory requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- follow recipes and product specifications to formulate products
- formulate products
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and with other team members
- apply relevant Occupational Health and Safety (*OH&S*) *requirements*
- use *equipment* according to manufacturer's specifications and workplace requirements

Required knowledge

Knowledge of:

- functions, dangers and legal implications of various ingredients
- usage and purpose of various *additives*, spices, binders and ingredients in the products
- relevant OH&S requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal production conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • appropriate blending equipment • product specifications and recipes • workplace environment.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • quiz • question and answer • observation of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace requirements may include:	<ul style="list-style-type: none"> • Enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Types of ingredients may include:	<ul style="list-style-type: none"> • additives • spices • binders.

RANGE STATEMENT	
Communication skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • listening and understanding • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.
Mathematical skills may:	<ul style="list-style-type: none"> • involve estimation and calculation • relate to own work and work area problem-solving and monitoring • relate to product formulation and specification • require interpretation and drawing conclusions from a range of mathematical tables, charts, bar graphs, pie charts, recipes • require monitoring formula, specifications, outputs and equipment • require synthesis and analysis of mathematical information from more than one source.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Equipment may include:	<ul style="list-style-type: none"> • blenders • choppers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • cutters • mixers.
<i>Additives</i> may include:	<ul style="list-style-type: none"> • antioxidants • binders • curry • Glucono Delta Lactone (GDL) • GO2 • nitrates • nitrites • non-meat proteins • phosphate • salt • spices • sugar • water.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMS314A Ferment and mature product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare semi-dried and fermented products such as salami, mettwurst or prosciutto in a smallgoods manufacturing establishment.
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Application of the Unit

Application of the unit	This unit is applicable to workers manufacturing fermented meat products in smallgoods processing plants or smaller specialist smallgoods producers.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Ferment</i> product	<p>1.1. Maturation area is sanitised according to <i>workplace requirements</i>.</p> <p>1.2. Product is placed correctly in greening room for adequate air circulation for processing according to product specifications and <i>hygiene requirements</i>.</p> <p>1.3. Product is spaced according to product and manufacturer's specifications.</p> <p>1.4. Maturation process is monitored regularly and appropriate action taken according to product specifications.</p> <p>1.5. Product is smoked if required by product specifications.</p> <p>1.6. Variety of products is fermented and matured to workplace and <i>regulatory requirements</i> and customer specifications, at a speed similar to production requirements.</p>
2. Finish maturation process	<p>2.1. Product is stored according to product specifications.</p> <p>2.2. Product is identified and stacked according to product specifications and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- ferment and mature product to workplace requirements, and product and customer specifications, within workplace time frames
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and with other team members
- demonstrate familiarity with the regulatory requirements related to fermenting product
- apply relevant Occupational Health and Safety (*OH&S requirements*)

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- possible effects on health of inadequate finishing of maturation process
- possible effects of temperature fluctuations, relative humidity and air circulation on product
- effect pH has on the maturation process
- purpose and effect of smoking salamis
- air circulation requirements of specific products
- impact of Aw on the shelf life of fermented products
- relevant OH&S requirements
- importance of check-weighing at the end of drying
- relationship between pH, Aw and humidity
- requirements of product spacing for specific product
- fermented products

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • verified work log or diary • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Fermentation</i> includes	<ul style="list-style-type: none"> greening and maturation.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> enterprise-specific procedures OH&S requirements Quality Assurance (QA) requirements Standard Operating Procedures (SOPs) the ability to perform the task to production requirements.
<i>Hygiene requirements</i> may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> Export Control Act federal, state and territory regulations regarding meat processing hygiene and sanitation requirements relevant Australian Standards relevant regulations.
<i>Communication skills</i> may include	<ul style="list-style-type: none"> listening and understanding reading and interpreting workplace-related documentation sharing information speaking clearly and directly

RANGE STATEMENT	
	<ul style="list-style-type: none"> • working with diverse individuals and groups.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of check-weighing, temperature fluctuations, humidity, specifications.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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MTMS315A Blend meat product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and operate blending equipment.
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Application of the Unit

Application of the unit	This unit is suitable for operators in smallgoods and food services establishments preparing product for wholesale distribution.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare blending equipment	<p>1.1. Blending <i>equipment</i> is prepared according to <i>workplace, hygiene and sanitation</i>, and Occupational Health and Safety (<i>OH&S</i>) <i>requirements</i>.</p> <p>1.2. Recognition and reporting of faults is carried out to ensure equipment is maintained to an operating level which meets manufacturer's specifications and workplace requirements.</p> <p>1.3. Equipment and tools are used according to manufacturer's specifications.</p>
2. Make adjustments to, and operate, blending equipment	<p>2.1. Blending equipment is adjusted when necessary according to workplace, hygiene and sanitation, and OH&S requirements.</p> <p>2.2. Tools and equipment for adjusting processing equipment are used according to workplace, hygiene and sanitation, and OH&S requirements.</p> <p>2.3. Blending equipment is operated in accordance with OH&S, workplace and manufacturer's requirements.</p> <p>2.4. Blending equipment is used to blend a variety of products to production requirements.</p>
3. Blend products	<p>3.1. A range of products is blended to workplace, OH&S, hygiene and sanitation, and Quality Assurance (QA) requirements and product specifications, at a speed similar to production requirements.</p>
4. Clean and maintain blending equipment	<p>4.1. Blending equipment is cleaned and maintained according to work instructions.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- use blending equipment to blend a variety of products to production requirements
- demonstrate effective operation of tools and equipment used for adjusting blending

REQUIRED SKILLS AND KNOWLEDGE

equipment

- demonstrate safe handling procedures for operating blending equipment
- operate equipment to manufacturer's specifications, workplace and OH&S requirements
- clean and maintain blending equipment as required in work instructions
- apply *mathematical* and *communication skills* relevant to the task
- learn new techniques, operate new equipment and adjust to workplace change as required
- work effectively as an individual and as a team member
- apply relevant *regulatory requirements*
- take corrective action to improve own work performance

Required knowledge

Knowledge of:

- safe handling procedures for operating blending equipment
- conditions under which processing equipment might need adjusting
- cleaning and maintenance procedures for blending equipment if required in work instructions
- relevant regulatory requirements
- purpose and use of equipment used in blending

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • real work environment • relevant documentation such as: <ul style="list-style-type: none"> • manufacturer's instructions or operations manuals • regulatory requirements • workplace policy and procedures • relevant equipment and materials.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • workplace demonstration • observation of performance over time

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • quiz, question and answer. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Equipment</i> may be automatic or manual and include:</p>	<ul style="list-style-type: none"> • blenders • choppers • driers • fat measuring devices • machines or vats • mixers • pressure cookers • pumps, conveyors • scales • storage tanks • tables • wash-down equipment.
<p><i>Workplace</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs)

RANGE STATEMENT	
	<ul style="list-style-type: none"> the ability to perform the task to production requirements work instructions.
<i>Hygiene and sanitation</i> requirements may include:	<ul style="list-style-type: none"> relevant government regulations workplace requirements.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons protective boot covers protective hand and arm covering protective head and hair covering uniforms waterproof clothing work, safety or waterproof footwear requirements set out in standards and codes of practice.
<i>Mathematical</i> skills may include:	<ul style="list-style-type: none"> accurate recording of temperature, time, volume, weight and quantity in standard formats and proformas operations involving percentages, comparisons and variations reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, dials, thermometers routine estimations and calculations using a range of specified formulas and procedures.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> communicating with diverse individuals and groups listening and understanding reading and interpreting workplace-related documentation speaking clearly and directly.

RANGE STATEMENT	
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMSR201C Prepare and slice meat cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare and slice meat into finished meat cuts.
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Application of the Unit

Application of the unit	This unit is suitable for operators in smallgoods, food services and meat retail businesses where product is prepared for sale.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Slice and trim meat in preparation for sale	<p>1.1. <i>Meat cuts</i> are prepared and sliced according to <i>workplace requirements</i> and customer specifications.</p> <p>1.2. Meat cuts are separated into final meat cuts according to Quality Assurance (QA), hygiene and sanitation and Occupational Health and Safety (<i>OH&S requirements</i>), and customer specifications.</p>
2. Handle knife effectively	2.1. Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate correct cutting, slicing and trimming techniques
- use safe and effective knife skills
- identify and name examples of finished meat cuts
- apply relevant *regulatory requirements*
- slice and trim meat in preparation for sale according to OH&S, hygiene and workplace requirements and customer specifications
- prepare finished meat cuts from all primals relevant to meat retailing and/or smallgoods manufacturing
- remove defects from products according to workplace and regulatory requirements
- work effectively as an individual and as part of a team
- seek advice from relevant sources when working with new *cutting equipment* or products
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use *communication skills* appropriate to the task

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- principles of QA, hygiene and sanitation, and OH&S in relation to cutting meat
- workplace requirements related to slicing meat
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating and production conditions for the enterprise.

For meat retailing:

- prepare and slice meat cuts for all primals for three species (including beef and sheep) to workplace and regulatory requirements, similar to the speed of production.

For smallgoods manufacturing:

- prepare and slice meat cuts for all primals for one species to workplace and regulatory requirements, similar to the speed of production.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.

EVIDENCE GUIDE	
	<p>Resources may include:</p> <ul style="list-style-type: none"> • knives, knife equipment • product specifications • workplace requirements.
Method of assessment	<p>Recommended method of assessment include:</p> <ul style="list-style-type: none"> • demonstration with an assessor • observation of performance over time for three (meat retail) or one (smallgoods) species • quiz of underpinning knowledge • workplace project. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality and Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Meat cuts</i> may	<ul style="list-style-type: none"> • differ according to <ul style="list-style-type: none"> • customer specifications • end use • enterprise specifications • species

RANGE STATEMENT	
	<ul style="list-style-type: none"> • include <ul style="list-style-type: none"> • beef - rump, round topside, chick, shin, blade steaks • pork - loin, topside, leg steaks • sheepmeat - leg steaks.
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.

RANGE STATEMENT	
For <i>meat retailing</i> , competency is required for beef and sheep plus one other species from the following:	<ul style="list-style-type: none"> • buffalo • emu • game • goat • pork • poultry • any other species.
For <i>smallgoods manufacturing</i> , competency is required for at least one species from the following:	<ul style="list-style-type: none"> • beef • game • goat • pork • sheep • any other species.
<i>Cutting equipment</i> may include:	<ul style="list-style-type: none"> • commercial knives • hand held knives • mechanical knives.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • applying basic numeracy skills to workplace requirements • communicating and working with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking directly and clearly.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMSR202C Trim meat to specifications

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to trim a selection of meat cuts to workplace specifications.
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Application of the Unit

Application of the unit	This unit applies to operators in smallgoods enterprises, meat retail and meat wholesale operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Trim meat to workplace specifications	1.1. Meat is trimmed to <i>workplace specifications</i> . 1.2. Meat is trimmed to Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation</i> , and <i>workplace requirements</i> . 1.3. Meat is trimmed to customer specifications.
2. Handle product hygienically	2.1. Product is handled to meet hygiene and sanitation requirements.
3. Handle <i>knife</i> effectively	3.1. Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- prepare equipment appropriately prior to the commencement of the task
- give examples of customer specifications for trimming meat
- give examples of workplace specifications for trimming meat
- trim meat to specifications as follows:
 - for *meat retailing*, meat must include beef, sheep meat and one other species
 - for *smallgoods manufacturing*, meat must include a minimum of one species
- use a knife to workplace, OH&S and hygiene requirements
- maintain a sharp knife
- apply relevant *communication skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- hygiene requirements for the handling of meat products
- hygiene requirements for use of a knife

REQUIRED SKILLS AND KNOWLEDGE

- OH&S requirements for use of a knife
- workplace requirements for use of a knife
- relevant regulatory requirements
- steps in sharpening a knife

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.</p> <p>Meat retailing:</p> <ul style="list-style-type: none"> • trim meat for a minimum of two species (including beef and sheep) to specification, workplace and regulatory requirements. <p>Smallgoods manufacturing:</p> <ul style="list-style-type: none"> • trim meat for one species to specification, workplace and regulatory requirements.
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.</p> <p>Resources may include:</p>

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • knives • knife equipment specifications • real workplace.
Method of assessment	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • demonstration e.g. knife skills, trimming • observation over time with workplace referee or third party assessor • verified work log or diary. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Workplace specifications may include:	<ul style="list-style-type: none"> • dicing for further processing • removing connective tissue prior to further processing • trimming excess fat • trimming excess meat from bones.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which

RANGE STATEMENT	
	<p>may include:</p> <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Knives include:	<ul style="list-style-type: none"> • boning knives • skinning knives • steak knives.
For meat retailing , species must include beef, sheep and one other species from the following:	<ul style="list-style-type: none"> • buffalo • emu • game • goat • pork • poultry • any other species.
For smallgoods manufacturing , must include a minimum of one species from the following:	<ul style="list-style-type: none"> • beef • pork • sheep • or any other species.
Communication skills include:	<ul style="list-style-type: none"> • applying numeracy to workplace requirements

RANGE STATEMENT	
	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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MTMSR203C Package product using automatic packing and labelling equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to pack and label meat product to specifications using automatic packaging and labelling equipment.
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Application of the Unit

Application of the unit	This unit would be used by operators in smallgoods plants, meat wholesale enterprises, and meat retail establishments to set up the packaging unit, accurately identify products and package products to meet customer orders.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Set up <i>packaging unit</i> for operation	<p>1.1. Workplace start-up procedures are implemented ensuring compliance with Occupational Health and Safety (<i>OH&S</i>) and hygiene requirements</p> <p>1.2. Consumables are loaded to specifications</p> <p>1.3. <i>Equipment</i> settings are selected according to packaging instructions</p> <p>1.4. Faults in equipment are identified and reported either verbally or in writing according to <i>workplace requirements</i>.</p>
2. Set weight controls	<p>2.1. Weight controls are set to production requirements ensuring bagged <i>product</i> is check-weighed to verify machine set up</p> <p>2.2. Controls are adjusted to achieve production specifications.</p>
3. Operate packaging process	<p>3.1. Product is packaged to workplace requirements ensuring process is operated according to <i>OH&S</i>, workplace and hygiene requirements, and manufacturer's specifications</p> <p>3.2. Packs are checked for damage, sealed and coded to packing requirements.</p>
4. Describe packaged product	<p>4.1. Packaged product is measured according to workplace requirements.</p> <p>4.2. Packaged product is labelled according to workplace requirements.</p> <p>4.3. Product is packaged according to <i>OH&S</i> and hygiene requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- assemble the packaging unit
- check safety features are in place

REQUIRED SKILLS AND KNOWLEDGE

- check the unit to ensure cleanliness and working order
- accurately enter information in labelling equipment
- set weight controls
- load product according to specifications
- operate packaging equipment to package products according to manufacturer's specifications, workplace, OH&S, hygiene and sanitation requirements
- adjust equipment settings according to packaging instructions or schedules
- complete packaging and labelling records accurately
- package product to customer specifications
- identify and report faults in equipment
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as part of a team
- apply relevant *regulatory requirements*
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use estimation and manual scales to check-weigh product

Required knowledge

Knowledge of:

- methods of recording production
- regulatory requirements related to packaging
- features of the packaging unit - parts, safety features, start-up and shut-down procedures, possible faults and adjustments
- production schedule for automatic packaging and labelling equipment
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • automatic packaging labelling equipment compliant with OH&S requirements • manufacturer's instructions • packaging materials, workplace procedures, product specifications • workplace environment.
<p>Method of assessment</p>	<p>Recommended methods of assessment are:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration of competency for the

EVIDENCE GUIDE	
	<p>assessor</p> <ul style="list-style-type: none"> workplace referee or third party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Packaging units</i> may include:	<ul style="list-style-type: none"> automatic packaging and labelling equipment manual packaging and labelling vacuum packaging units.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> enterprise OH&S policies, procedures and programs OH&S legal requirements Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> coats and aprons ear plugs or muffs eye and facial protection head-wear lifting assistance mesh aprons

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Equipment materials used in wrapping or over wrapping may include:	<ul style="list-style-type: none"> • clear plastic containers • manual wrapping machine • plastic wrap • polystyrene trays • wrapping machine (automatic).
Packaging may include:	<ul style="list-style-type: none"> • boxes • cartons.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Product may include:	<ul style="list-style-type: none"> • enterprise product range • satays • stir-fry mixes.
Communication skills may include:	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • listening and understanding • speaking clearly and directly • reading and interpreting workplace-related documentation • working with diverse individuals and groups.
Mathematical skills and tasks relate to own work and work area problem-solving.	
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production

RANGE STATEMENT	
	and Transportation of Meat and Meat Products for Human Consumption <ul style="list-style-type: none"> state regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMSR204C Despatch meat product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to place orders at a despatch point and load into transportation.
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Application of the Unit

Application of the unit	This unit is suitable for use in loadout for smallgoods manufacturing establishments and in meat establishments which deliver meat and meat product to customers including restaurants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Arrange and consolidate orders	<p>1.1. Orders picked from separate areas are consolidated.</p> <p>1.2. Products and/or batches are placed in correct despatch area.</p> <p>1.3. Information about despatch scheduling requirements is acquired.</p> <p>1.4. Products are arranged and secured.</p> <p>1.5. Product is stored in despatch area according to schedule.</p> <p>1.6. Correct methods for efficient and safe loading are used.</p>
2. Loadout product	<p>2.1. Product is transported to loadout according to Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation</i>, Quality Assurance (QA) and <i>workplace requirements</i>.</p> <p>2.2. Product is loaded according to OH&S, hygiene, QA and workplace production requirements.</p> <p>2.3. Products are documented and <i>recorded</i> according to workplace and production requirements.</p> <p>2.4. Product loadout is completed according to OH&S, QA, and workplace requirements.</p>
3. Maintain clean holding rooms	<p>3.1. Holding rooms are maintained to workplace, <i>regulatory</i>, and hygiene and sanitation requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<p>Ability to:</p> <ul style="list-style-type: none"> • identify species and various meat products for storage • handle product according to hygiene requirements • monitor refrigerated temperature on a regular basis • rotate stock • apply relevant <i>communication</i> and <i>mathematical skills</i> • arrange and consolidate orders to customer and workplace requirements

REQUIRED SKILLS AND KNOWLEDGE

- work effectively as an individual and as part of a team
- record information accurately and legibly
- seek advice where necessary from relevant sources when working with new products, technology or changes in work practices
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use correct manual handling techniques for transferring product to storage facilities

Required knowledge

- storage requirements for products
- recording procedures for loadout of product
- regulatory requirements related to storage and handling of product
- temperatures for storage of meat products
- workplace requirements for despatch of meat
- appropriate storage facilities for individual products

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated under conditions similar to the speed of production and within the parameters of the role and responsibilities.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • enterprise inventory and despatch systems, access to product holding and loadout areas, orders • workplace environment.
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality and Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S</i> requirements may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

RANGE STATEMENT	
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
Recording of loadout documentation may be:	<ul style="list-style-type: none"> • manual or electronic.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • regulations and legislation pertaining to the storage of product types • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.
Communication skills may include:	<ul style="list-style-type: none"> • communicating with people from a range of cultural, social and ethnic backgrounds • listening and understanding • reading and interpreting workplace-related documentation • speaking clearly and directly.
Mathematical skills may include:	<ul style="list-style-type: none"> • routine estimation and calculation • percentages • comparisons • variations • use of calculators.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMSR301C Break carcass into primal cuts

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to break the carcass into primals and trim according to specifications.
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Application of the Unit

Application of the unit	This unit is used by smallgoods operators and meat tradespersons in the retail industry when required to separate primal cuts for further processing or preparation.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Break carcass into <i>primal cuts</i>	1.1. Carcass is accurately separated into primal cuts according to <i>workplace</i> , Occupational Health and Safety (<i>OH&S</i>), Quality Assurance (QA) and <i>hygiene requirements</i> .
2. Handle knife effectively	2.1. Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify the major anatomical structures of the carcass of each species
- identify primary *cut specifications* for:
 - *meat retailing*: beef and at least two species of small stock
 - *smallgoods manufacturing*: at least one species
- prepare equipment for breaking carcass correctly and safely
- position or fasten carcass securely for separation
- demonstrate the separation of carcass into primal cuts on a range of meat cuts (minimum of three species for meat retailing and one for smallgoods manufacturing), according to workplace, OH&S, and hygiene requirements and customer specifications
- use acceptable cutting lines to produce primary cuts to workplace requirements
- identify contaminated product and take the appropriate corrective action according to workplace requirements
- demonstrate safe manual handling techniques
- sanitise equipment according to workplace requirements
- apply relevant *communication* skills
- work effectively as an individual and as part of a team
- apply relevant regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE

Knowledge of:

- hygiene, OH&S or workplace requirements when breaking carcasses
- quality requirements for breaking carcasses
- principles of contamination in regard to primary cuts
- relevant *regulatory requirements*

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

For meat retail the candidate must be able to::

- break carcass into primal cuts for a minimum of three species (including beef and sheep)
- identify primary cut specifications for beef and at least two species of small stock.

For smallgoods manufacturing the candidate must be able to:

- break carcass into primal cuts for a minimum of one species
- identify primary cut specifications for at least one species.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated

EVIDENCE GUIDE	
	<p>environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • appropriate knives and breaking equipment cutting lines; specifications for primals for two species.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<ul style="list-style-type: none"> • A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Primal cuts</i> may:	<ul style="list-style-type: none"> • differ according to <ul style="list-style-type: none"> • customer specifications • end use • species • workplace specifications. • include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • beef - rump, round or knuckle, silverside or outside, topside or inside, loin, shins, chuck, blade or clod, rib set, brisket, flank • deer - legs, rumps, loins, shoulders, forequarters • goat - legs, shortloin, ribloin, chump, forequarters, breasts • kangaroo - legs, tail butt, loins, shoulders • pigs - legs, rumps, loins, foreloins, forequarters, belly/spring • sheep - legs, shortloin, ribloin, chump, forequarters, breast • veal - legs, loins, forequarters, shoulders.
<i>Workplace</i> requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • hygiene and sanitation requirements • OH&S requirements • QA requirements • Standard Operating Procedures • the ability to perform the task to production requirements • work instructions.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene requirements</i> may	<ul style="list-style-type: none"> • clean work wear each shift or day

RANGE STATEMENT	
include:	<ul style="list-style-type: none"> • cleanliness of work area • hand washing • head covering • personal hygiene • sterilisation of equipment.
<i>Cut specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • industry standards.
For <i>meat retailing</i> , carcasses must include beef, sheep and one of the following species:	<ul style="list-style-type: none"> • crocodile • deer • emu • game meat • goat • kangaroo • pigs • or any other species.
For <i>smallgoods manufacturing</i> , carcasses must include a minimum of one species from:	<ul style="list-style-type: none"> • beef and/or veal • deer • game meat • goat • kangaroo • pork • sheep and/or lamb • any other species.
<i>Communication</i> may involve:	<ul style="list-style-type: none"> • applying mathematical skills to workplace requirements • communicating and working with people from a range of cultural, social and ethnic backgrounds • listening and understanding; speaking clearly and directly • reading and interpreting workplace-related documentation • the use of communications technology.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	for Human Consumption <ul style="list-style-type: none"> state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMSR302C Prepare primal cuts

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to bone and trim primals into specific finished meat products (cuts).
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Application of the Unit

Application of the unit	This unit is for skilled operators in a smallgoods establishment or for a tradesperson in a meat retail enterprise. Primal cuts may be prepared for sale or further processing.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
	MTMPSR203A	Sharpen knives

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. <i>Bone primal cuts</i>	1.1. Primal cuts are boned to <i>workplace</i> , Occupational Health and Safety (<i>OH&S</i>), <i>hygiene and sanitation</i> , and Quality Assurance (QA) requirements.
2. Trim primal cuts	2.1. Primal cuts are trimmed to workplace, OH&S, hygiene and sanitation, and QA <i>requirements</i> .
3. Handle knife effectively	3.1. Knife is handled safely, hygienically and effectively.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate correct use of Personal Protective Equipment (PPE) when boning
- identify meat cuts specifications for:
 - *meat retailing*: a minimum of three species using cut descriptions according to customer specifications and regulatory requirements
 - *smallgoods manufacturing*: a minimum of one species
- position cuts securely for boning
- demonstrate safe and effective use of knives and other cutting tools when separating primals
- use safe manual handling techniques
- identify contaminated product and take corrective action according to workplace requirements
- sterilise or sanitise equipment according to regulatory and workplace requirements
- apply relevant *communication* and mathematical skills
- work effectively as an individual and as part of a team
- describe meat *cut specifications* using cut descriptions according to customer specifications and regulatory requirements
- apply relevant *regulatory requirements*
- seek advice from appropriate sources where necessary when working with new species, new technology or changed regulatory requirements
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- principles of hygiene and sanitation, and OH&S in relation to cutting meat product
- food safety, QA and product quality requirements for boning primals
- principles of cross-contamination in relation to cutting
- relevant regulatory requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under typical operating conditions for the enterprise.

For meat retail the candidate must be able to:

- identify meat cut specifications for a minimum of three species using cut descriptions according to customer specifications and regulatory requirements.

For smallgoods manufacturing the candidate must be able to:

- identify meat cut specifications for a minimum of one species.

Where the candidate does not prepare primal cuts in their usual place of work they must complete the requirements of the unit in an alternative work placement or in a simulated environment.

EVIDENCE GUIDE	
Context of, and specific resources for assessment	<p>Assessment must occur in the workplace under normal enterprise or production conditions or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> • appropriate knives and breaking equipment • cutting lines • specifications for primals.
Method of assessment	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>
Guidance information for assessment	<p>A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Boning of primal cuts</i> may include:</p>	<ul style="list-style-type: none"> • beef (.g. rump, round or knuckle, silverside or outside, topside or inside, loin, shins, chuck, blade or clod, rib set, brisket and flank)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • deer (e.g. legs, rumps, loins, shoulders and forequarters) • goat (e.g. legs, shortloin, ribloin, chump, forequarters and breasts) • kangaroo (e.g. legs, tail butt, loins and shoulders) • pigs (e.g. legs, rumps, loins, foreloins, forequarters and belly/spring) • sheep (e.g. legs, shortloin, ribloin, chump, forequarters and breast) • veal (e.g. legs, loins, forequarters and shoulders).
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • PPE which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
Hygiene and sanitation requirements may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.

RANGE STATEMENT	
For <i>meat retailing</i> , select beef and sheep plus one other species from the following:	<ul style="list-style-type: none"> • buffalo • emu • game • goat • pork • poultry • or any other species.
For <i>smallgoods manufacturing</i> , select a minimum of one species from:	<ul style="list-style-type: none"> • beef • game • pork • poultry • sheep • any other species.
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • communicating and working with people from a range of cultural, social and ethnic backgrounds • interpreting the needs of internal or external customers • listening and understanding; speaking clearly and directly • reading and interpreting workplace-related documentation.
<i>Cut specifications</i> may be defined by:	<ul style="list-style-type: none"> • customer specifications • industry standards.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • state and territory regulations regarding meat processing.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMSR303A Smoke product

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to prepare products which are smoked, such as ham, bacon and smallgoods products.
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Application of the Unit

Application of the unit	This unit is suitable for skilled operators responsible for smoking ham, bacon and other smallgoods products and operating the smokehouse in smallgoods plants or meat retail enterprises.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select meat	<p>1.1. Meat is selected according to product specifications.</p> <p>1.2. Meat is prepared according to product specifications where part of the work instructions.</p>
2. Prepare ingredients	2.1. Ingredients are prepared according to product specifications and workplace requirements .
3. Prepare facility	3.1. Machinery and equipment are prepared according to product and manufacturer's specifications.
4. Load products	<p>4.1. Product is checked to ensure correct spacing prior to loading.</p> <p>4.2. Product is loaded in a manner that ensures even cooking.</p> <p>4.3. Product is handled at all times according to Occupational Health and Safety (OH&S), and hygiene and sanitation requirements.</p>
5. Smoke product	<p>5.1. Core temperature probes are inserted into the centre of the product as appropriate to product specifications and workplace requirements.</p> <p>5.2. Machinery is programmed, where applicable in accordance with manufacturer's and product specifications.</p> <p>5.3. A variety of products is smoked to workplace requirements and customer specifications at a speed similar to production requirements.</p> <p>5.4. Process is monitored and recorded according to workplace requirements.</p>
6. Monitor smoke cycle	<p>6.1. Smoke cycle is monitored regularly, results are noted and deviations from the program are corrected.</p> <p>6.2. Internal temperature is manually checked in accordance with workplace requirements to ensure correct smoke time has been achieved and, where necessary, further cooking is undertaken.</p> <p>6.3. When product type and processing procedures require, a shower cycle is initiated according to process specifications.</p>
7. Chill product	7.1. On completion of smoke cycle, product is correctly weighed and either chilled immediately or cooled at ambient temperature to a specified internal temperature before chilling, according to regulatory requirements.

ELEMENT	PERFORMANCE CRITERIA
	7.2. Product is held at a specific and constant temperature according to product specifications. 7.3. Product is stored according to product specifications. 7.4. Product is identified and stacked according to product specifications and workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- demonstrate correct loading procedure for both a full and less-than-full smokehouse
- activate and operate machinery according to manufacturer's and workplace instructions
- measure and monitor product internal temperature correctly to ensure it meets product specifications
- monitor smoking of meat on a regular basis to meet product specifications (including, where relevant, the interpretation of graphs or flow charts or mimic panels and controls)
- interpret cooking records where appropriate with respect to relevant product
- adjust processing as required to achieve product specifications
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and with other team members
- *describe* correct smoking procedure for specific product
- *explain* chilling requirements for different products
- operate smoke facility according to OH&S, hygiene, *regulatory*, product specifications and workplace requirements, and meet production requirements
- report machine faults either verbally or in writing according to workplace specifications
- store meat according to OH&S, hygiene, regulatory, product specifications and workplace requirements

Required knowledge

Knowledge of:

- correct smoking procedure for specific product

REQUIRED SKILLS AND KNOWLEDGE

- storage procedures for smoked products
- meat smoking process
- purpose and effect of smoking processes on meat
- health regulations that apply to smoking of meats
- chilling requirements for different products
- possible effects of inconsistent temperature on product
- effects of smoking on shelf life and taste of product
- purpose of correct water temperature and correct additive sequence, especially phosphate and smoke
- recording requirements for the smoking/cooking process
- relevant workplace requirements related to:
 - appropriate humidity levels
 - effect of moisture on casings
 - smoke generator
 - smoke jet
 - sock
 - wet bulb sock
- use and purpose of *raw materials* for smoking meat
- use and purpose of ingredients for smoking meat
- mathematical information in work instructions, specifications and recipes
- meat cuts used in smoking
- cause and effects of, and explain the appropriate corrective action for:
 - cycle out of sequence
 - excess smoke
 - insufficient smoke

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated over time and under normal operating conditions for the enterprise, within the parameters of the role and responsibilities, and according to workplace requirements.

Context of, and specific resources for assessment

Assessment must occur in the workplace under normal operating conditions in a simulated environment.

Resources may include:

- equipment that meets safety requirements
- product specifications and ingredients
- smoking equipment, machinery or production facility.

Method of assessment

Recommended methods of assessment include:

- demonstration
- quiz of underpinning knowledge
- workplace referee report of performance over time.

EVIDENCE GUIDE	
	Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Product specifications</i> may vary according to:</p>	<ul style="list-style-type: none"> • customer and workplace requirements.
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Machinery and equipment</i> may include:</p>	<ul style="list-style-type: none"> • atomising generators • automatic or manual machinery • cookers • friction generators • liquid smoke jet • moulds • probe thermometers • sawdust or woodchip burning generators

RANGE STATEMENT	
	<ul style="list-style-type: none"> • smoke generators • smokers • sock • wet bulb reservoir.
<i>Product</i> may include:	<ul style="list-style-type: none"> • beef (e.g. brisket and tongue) • game meat • lamb (e.g. legs and tongue) • mutton • other meat species or products • pork (e.g. hand and spring) • veal.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Hygiene and sanitation requirements</i> may include:	<ul style="list-style-type: none"> • relevant government regulations • workplace requirements.
Product may be <i>chilled</i> by:	<ul style="list-style-type: none"> • chill cabinets • immersing in ambient running water • placing in cool room • showering with ambient water • use of intensive coolers • washing in water or brine.

RANGE STATEMENT	
<i>Communication</i> skills may include:	<ul style="list-style-type: none"> • reading and interpreting workplace-related documentation • sharing information • speaking clearly and directly • working with diverse groups and individuals • writing to audience needs.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • collection • estimation • calculation and interpretation of deviations within cycle, internal temperature, humidity, ambient temperature, weights.
<i>Descriptions and explanations</i> may:	<ul style="list-style-type: none"> • be in diagrammatic, sketch, tabular or graphic formats • be presented in writing, using standard formats • be presented orally • include information and mathematical data gathered, interpreted and summarised from a range of complex and unfamiliar sources.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • Export Control Act • federal and state regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations.
Smoke-producing <i>raw materials</i> may include:	<ul style="list-style-type: none"> • liquid smoke • powder • sawdust • solid timber • woodchips.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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AHCLSK212A Ride horses to carry out stock work

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of performing basic horsemanship activities such as riding a horse for the first time and preparing a horse for work using basic methods and procedures and defines the standard required to: prepare horses for work; select and maintain equipment for riding; monitor and anticipate horse behaviour when riding; recognise and report hazards or movement problems for remedial action; care for saddlery and equipment.
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Application of the Unit

Application of the unit	This unit applies to working under routine supervision within organisation guidelines.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare horses for work	<p>1.1. Occupational Health and Safety (OHS) hazards are continually identified when working with horses, risks are assessed and suitable controls implemented.</p> <p>1.2. Equipment suitable for the work to be undertaken is selected, checked, and maintained if necessary.</p> <p>1.3. Suitable personal protective equipment is selected, used and maintained.</p> <p>1.4. Feeds are mixed and offered in the quality and quantities instructed by the manager.</p> <p>1.5. Horses are groomed before and after work to ensure their coat condition and health are maintained.</p> <p>1.6. Hoof care and cleaning is completed before working the horses, according to the organisations procedures.</p> <p>1.7. Vices of horses are identified and corrective action is taken to maintain control of the horses.</p> <p>1.8. Horse education is carried out in association with stock working routines.</p>
2. Ride horses	<p>2.1. Stock horses suitable for the task and rider ability are identified and selected.</p> <p>2.2. Unhealthy or unsound horses are identified and reported to foreman or manager.</p> <p>2.3. Selected horses are approached, caught and restrained as instructed.</p> <p>2.4. Gear to manage and control the horse for the required work is selected and fitted.</p> <p>2.5. OHS procedures are followed for working with and riding horses.</p> <p>2.6. Horses are handled and restrained safely and within the organisation's and industry guidelines for animal health and welfare.</p> <p>2.7. Livestock are checked, mustered and moved by horseback.</p> <p>2.8. Educated horses are controlled and worked as an integral part of stock husbandry routines.</p> <p>2.9. Horses are handled safely and within the organisations and industry guidelines for animal health and welfare.</p>
3. Care for saddlery and equipment	<p>3.1. Basic working gear to suit the individual horse is selected and fitted.</p> <p>3.2. Working gear is cleaned and checked as a part of regular daily routines.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.3. Working gear is maintained or repaired as required to ensure safe horse working conditions. 3.4. Working gear and saddlery is stored after use in line with organisation policy.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify hazards and implement safe operating procedures
- horse handling skills
- ride horses
- complete basic hoof care procedures
- groom horses
- care for saddlery and equipment
- measuring quantities required for feed
- use literacy skills to follow sequenced written instructions and record information accurately and legibly
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- horses and horse husbandry
- horse riding and handling safety when riding
- horse health, behaviour and psychology
- anatomy and physiology of the horse
- care and maintenance of hooves and the lower limbs
- environmental controls and codes of practice applicable to the organisation
- the organisation's livestock production and management plans
- sound management practices and processes to minimise noise, odours and debris from the livestock operations
- relevant legislation and regulations relating to waste and environment management,

REQUIRED SKILLS AND KNOWLEDGE

animal health and welfare

- | |
|--|
| <ul style="list-style-type: none">• relevant OHS legislation, regulations and codes of practice. |
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Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • prepare horses for work • select and maintain equipment for riding • monitor and anticipate horse behaviour when riding • recognise and report hazards or movement problems for remedial action • care for saddlery and equipment.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Horses may include:	<ul style="list-style-type: none"> • those suitable for beginning riders and novice handlers, but can be of any type and breed used for riding work.

Unit Sector(s)

Unit sector	Livestock
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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AHCLSK324A Care for and train working dogs

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of selecting, training and caring for working dogs in the rural industry and defines the standard required to: select a working dog; develop training programs and apply effective training procedures; maintain health and welfare requirements and recognise abnormalities; provide a balanced diet, adequate water and housing.
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Application of the Unit

Application of the unit	This unit applies to farm workers who use dogs to handle stock and involves the application of some judgement and discretion.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify role and select working dog	1.1. Working dog requirements for the enterprise are identified and confirmed. 1.2. Suitable working dog breeders and bloodlines are researched and availability determined. 1.3. Dogs are inspected for suitability and selected to meet role and enterprise requirements.
2. Develop and implement training program	2.1. Basic commands are taught. 2.2. The dog is introduced to a small flock in a confined area. 2.3. The dog is asked to handle larger numbers in more open areas. 2.4. Specialist skills such as backing and forcing are taught. 2.5. Existing and potential animal handling hazards in the workplace are identified, risk assessed and controlled in line with enterprise requirements.
3. Maintain welfare of working dog	3.1. Health, condition and status are monitored and maintained. 3.2. Diet is provided to meet nutritional requirements in consideration of work/training program. 3.3. Preventative health treatments are arranged and administered. 3.4. Facilities and equipment needs are provided and maintained in line with animal welfare requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- select working dog to meet requirements
- develop training programs and apply effective training procedures
- maintain health and welfare requirements and recognise abnormalities
- arrange and administer preventative health treatments
- maintain clean and safe facilities and workplace environment
- assess and calculate work area dimensions, and measure dietary requirements and preventative health treatments.

REQUIRED SKILLS AND KNOWLEDGE

- demonstrate safe workplace and animal handling practices
- dispose of waste according to enterprise procedures
- use literacy skills to read, interpret and follow organisational policies and procedures, follow sequenced written instructions, record accurately and legible information collected and select and apply procedures for a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning techniques, active listening, clarifying information and consulting with supervisors as required
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- canine breeds and behaviour, health and nutritional requirements
- effective canine training systems and procedures
- safe animal handling methods and techniques
- canine preventative health treatments
- dietary requirements of working dogs
- enterprise policies with regard to working dogs and recording and reporting routines.
- hazards associated with training and caring for working dogs and appropriate control measures
- State/Territory legislative and regulatory requirements with regard to OHS, animal welfare, and the registration and care of domestic dogs.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • select a working dog • develop training programs and apply effective training procedures • maintain health and welfare requirements and recognise abnormalities • provide a balanced diet, adequate water and housing.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Animals may include:	<ul style="list-style-type: none"> • all working dogs.

Unit Sector(s)

Unit sector	Livestock
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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AHCMOM202A Operate tractors

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of operating tractors with or without attached equipment and defines the standard required to: carry out pre-operational checks and maintenance including tagging defects; set and secure attachments according to manufacturer's directions; operate tractor in a safe and controlled manner; implement shut-down procedures; store machinery and equipment and record maintenance and operation details.
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Application of the Unit

Application of the unit	This unit applies to workers in the agriculture, horticulture or land management sectors who operate tractors under some supervision with regular checking and within enterprise guidelines.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare tractor for operation	<p>1.1. Occupational Health and Safety (OHS) hazards in the work area are identified and safety concerns reported to the supervisor.</p> <p>1.2. Routine checks of tractors are conducted prior to use according to manufacturer's specifications and enterprise requirements.</p> <p>1.3. Attached equipment is identified and selected appropriate to work requirements, checked for safety and set for operation.</p> <p>1.4. Tractor and attached equipment faults or malfunctions are identified and reported for repair according to enterprise requirements.</p>
2. Operate tractor	<p>2.1. Risks to self, others and the environment are recognised and avoided according to enterprise requirements.</p> <p>2.2. Suitable personal protective equipment is used, maintained and stored according to enterprise requirements.</p> <p>2.3. Tractor is operated according to low risk operating procedures in a controlled manner and monitored for performance and efficiency.</p> <p>2.4. Environmental impacts associated with tractor operation are recognised and minimised according to directions.</p>
3. Complete and check tractor operation	<p>3.1. Shut-down procedures are conducted according to manufacturer's specifications and enterprise requirements.</p> <p>3.2. Malfunctions, faults, irregular performance or damage to tractor and attached equipment is detailed and reported according to enterprise requirements.</p> <p>3.3. Tractor and attached equipment is cleaned and decontaminated where necessary, secured and stored according to enterprise and OHS requirements.</p> <p>3.4. Tractor operational reports are maintained to industry standards according to enterprise requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify hazards and implement safe operating procedures
- steer, manoeuvre and position tractor in a smooth and controlled manner
- utilise the various components and controls of tractors
- set and secure equipment for operation
- safely and effectively operate tractors in adverse weather and difficult terrain conditions
- demonstrate safe and environmentally responsible workplace practices
- interpret manufacturers specifications, work and maintenance plans, and Material Safety Data Sheets (MSDSs)
- effectively communicate faults and hazards, interpret and apply task instructions, report and maintain operational records
- calculate and measure distance, volumes and weights
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- tractor components, controls and features and operational functions
- tractor steering systems and features
- attached equipment, features and operational functions and procedures
- operating principles and operating methods
- load limits and the principles of weight distribution with regard to load shifting and tractor movement
- distinguishing characteristics of individual tractors including rated power
- effects of adverse weather and difficult terrain conditions on tractor operation
- duty of care to self, others and the environment
- use and control of hazardous substances.
- relevant legislation with regard to machinery operation and licensing requirements
- environmental Codes of Practice with regard to machinery operation
- OHS legislative requirements, Codes of Practice, hazard identification and risk assessment.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include evidence of the following:</p> <ul style="list-style-type: none"> • carry out pre-operational checks and maintenance including tagging defects • set and secure attachments according to manufacturer's directions • operate tractor in a safe and controlled manner • implement shut-down procedures • store machinery and equipment • record maintenance and operation details.
Context of and specific resources for assessment	<p>Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole.</p>	
Tractors may include:	<ul style="list-style-type: none"> • two wheel drive • four wheel drive • front wheel assist tractors.
Steering systems may include:	<ul style="list-style-type: none"> • conventional front-wheel steering • all wheel steering.

Unit Sector(s)

Unit sector	Machinery operation and maintenance
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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AHCMOM212A Operate quad bikes

Modification History

Not Applicable

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the process of maintaining and operating quad bikes (four wheeled), and defines the standard required to: perform routine pre-operational checks and maintenance; match, attach and operate equipment as described in the manufacturer's operators manual; recognise and control hazards and risks; safely operate quad bikes in a range of weather and terrain conditions; monitor and maintain vehicle records.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit applies to workers in agriculture, horticulture and conservation and land management sectors who use quad bikes as part of daily work routines within legislative requirements and enterprise guidelines.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare a quad bike for operation	<p>1.1. Occupational Health and Safety (OHS) hazards are identified and safety concerns reported to the supervisor.</p> <p>1.2. Routine checks and maintenance of quad bike is conducted prior to use according to manufacturer's specifications and enterprise requirements.</p> <p>1.3. Attached equipment suitable for quad bikes is fitted according to manufacturer's specifications.</p> <p>1.4. Attached equipment is selected appropriate to work requirements, checked for safety, and set for operation.</p> <p>1.5. Quad bike and equipment faults or malfunctions are identified and reported for repair according to enterprise requirements.</p> <p>1.6. Areas and applications excluded to quad bikes are identified on the farm safety plan.</p> <p>1.7. Appropriate licenses for operation of vehicles are obtained where required.</p> <p>1.8. Unload quad bike safely.</p>
2. Operate a quad bike	<p>2.1. Risks to self, others and the environment are recognised and controlled according to legislative and enterprise requirements.</p> <p>2.2. Suitable personal protective equipment is selected, used and maintained according to legislative and enterprise requirements.</p> <p>2.3. Legislation and enterprise policies are complied with in regards to carrying passengers only bikes specifically equipped for passengers may be used.</p> <p>2.4. Hazards are identified, anticipated and controlled through the application of safe riding techniques.</p> <p>2.5. Farm quad bikes are operated in a safe and controlled manner and monitored for performance and efficiency.</p> <p>2.6. Environmental implications associated with quad bike operation are recognised and positive enterprise environmental procedures applied where relevant.</p>
3. Complete and check quad bike operation	<p>3.1. Shut-down procedures are conducted according to manufacturer's specifications and enterprise requirements.</p> <p>3.2. Malfunctions, faults, irregular performance or damage to ride-on vehicle is detailed and reported according to enterprise requirements.</p>

ELEMENT	PERFORMANCE CRITERIA
	3.3. Quad bikes are cleaned, secured and stored according to enterprise requirements. 3.4. Quad bike operational reports are maintained to industry standards according to enterprise requirements. 3.5. Load and secure quad bike safely.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- identify hazards and implement safe operating procedures
- steer, manoeuvre and position quad bikes in a smooth and controlled manner
- apply hand-eye co-ordination and correctly transfer body weight to maintain bike stability
- safely operate quad bikes in a range of weather and terrain conditions
- match and attach equipment to quad bikes according to manufacturer's specifications, legislative requirements, work requirements and enterprise safety policy
- demonstrate safe and environmentally responsible workplace practices
- read and comprehend manufacturer's specifications, work and maintenance plans, and Material Safety Data Sheets (MSDSs)
- effectively communicate faults and hazards, interpret and apply task instructions, report and maintain operational records
- use literacy skills to follow sequenced written instructions and record information accurately and legibly
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor
- use numeracy skills to estimate, calculate and record routine workplace measures
- use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- hazards and risks associated with quad bike use
- components, controls and features of quad bikes and their functions
- range of quad bikes and attached equipment and functional applications

REQUIRED SKILLS AND KNOWLEDGE

- operating principles and operating methods
- load limits and the principles of weight distribution with regard to load shifting and bike movement
- effects of adverse weather and terrain conditions on the operation of quad bikes
- licensing requirements
- OHS legislative requirements, codes of practice and enterprise procedures
- codes of practice with regard to the use and control of hazardous substances
- environmental codes of practice for machinery operation.
- Safe Operating Procedures (SOPs)
- record keeping requirements.

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • perform routine pre-operational checks and maintenance • attach and operate equipment • recognise and control hazards and risks • safely operate quad bikes vehicles in a range of weather and terrain conditions • match and attach equipment appropriate to work requirements • monitor and maintain vehicle records.
Context of and specific resources for assessment	<p>Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole.</p>	
Quad bikes may include:	<ul style="list-style-type: none"> • the use of quad bikes (4 wheel motor bikes) in a range of off road situations including agriculture, horticulture conservation and land management and recreational situations.
Quad bikes exclude:	<ul style="list-style-type: none"> • two wheel motor bikes • side by side utility vehicles.

Unit Sector(s)

Unit sector	Machinery operation and maintenance
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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BSBCOM501B Identify and interpret compliance requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to identify and interpret the range of internal and external compliance requirements and obligations that must be fulfilled by an organisation. A range of legislation, rules, regulations and codes of practice may apply to this unit at the time of endorsement, depending on job roles and jurisdictions.
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Application of the Unit

Application of the unit	<p>This unit applies to individuals working as a chief executive or manager in a small organisation (where it would be part of their broad role) or as a member of a compliance management team within a larger organisation. These individuals require a sound theoretical knowledge of compliance and well established skills in identifying and interpreting compliance requirements relevant to the operations and sphere of business of the organisation and/or industry sector concerned.</p> <p>The unit also applies to internal or external consultants as part of a broader advisory role to the chief executive or management team of a large or small organisation on compliance management policies and systems.</p> <p>As the activities are focused primarily on identifying and interpreting specific legislative requirements, codes of practice, and internal standards and procedures as they relate to a particular organisation, this unit differs from BSBCOM601B Research compliance requirements and issues. Researching compliance issues is a higher order competence aimed at carrying out research into a wider range of compliance-related issues, such as the costs of compliance, the potential impact of compliance on an organisation or industry, and the risks and consequences of non-compliance.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify the scope of operations	<p>1.1. Identify and review the relevant <i>range of operations</i> and the sphere of business arrangements of the organisation</p> <p>1.2. Conduct an analysis of the operations and business arrangements of the organisation and identify the functions, products and services that may be subject to <i>compliance requirements</i></p> <p>1.3. Develop and document work activity plans for determining relevant compliance requirements</p> <p>1.4. Obtain approval of plans from relevant organisational personnel</p>
2. Identify compliance requirements	<p>2.1. Conduct a search of <i>information on internal and external compliance requirements</i> using appropriate <i>search resources</i>, including <i>relevant Australian and international standards</i></p> <p>2.2. Ensure the search of compliance requirements scans across all relevant <i>jurisdictions of laws, regulations, and industry and organisational codes and standards</i> and identify pertinent compliance requirements</p> <p>2.3. Progressively review information collected in terms of its relevance to the organisation's operations, services and products</p> <p>2.4. Organise and store gathered <i>information on relevant compliance requirements</i> in an appropriate format for further analysis</p>
3. Interpret, analyse and prioritise identified compliance requirements	<p>3.1. Review and interpret collected information in terms of its relevance to the organisation's functions, services and products</p> <p>3.2. Discuss and clarify with <i>relevant internal or external personnel</i> ambiguities, uncertainties and problems experienced in interpreting identified compliance information</p> <p>3.3. Identify, analyse and prioritise relevant compliance requirements in terms of critical implications for the organisation and risks and consequence of possible breaches</p> <p>3.4. Group pertinent compliance requirements into those that are critical and central to the organisation's operations, those that are important in some circumstances but are not central to the</p>

ELEMENT	PERFORMANCE CRITERIA
	organisation's operations, and those that are pertinent but are incidental to the organisation's operations
4. Document compliance requirements	4.1. Organise and document outcomes of the identification and interpretation activities 4.2. Prepare and communicate reports of relevant compliance requirements and assessment of implications to <i>relevant personnel performing specific compliance management functions</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- interpersonal skills to:
 - contribute to the development of a positive culture of compliance within an organisation
 - work with internal and external personnel with an interest in an organisation's compliance program and management system
- interpersonal and communication skills to relate to internal and external personnel, including those representing relevant regulatory authorities, professional institutes and organisations, including standards' organisations
- literacy skills to read and interpret various types of documents and to write reports containing complex concepts
- organisational and time-management skills to conduct compliance management activities
- project management skills to:
 - scope and plan the conduct of compliance requirement identification activities
 - manage other personnel involved in the identification and interpretation of compliance management activities
- research and analytical skills to identify and interpret compliance requirements
- technical skills to use communications technology effectively

Required knowledge

- elements of compliance programs and related management systems, including:
 - documentation of compliance requirements relevant to the organisation
 - specification of compliance management functions, accountabilities and responsibilities within the organisation
 - compliance-related management information systems
 - record-keeping systems required for compliance management
 - liaison procedures with relevant internal and external personnel on compliance-related matters
 - breach management policies and processes, including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
 - compliance reporting procedures
 - corporate induction and training processes related to compliance management
 - processes for the internal and external distribution and promotion of information on compliance requirements, and compliance programs and management systems

REQUIRED SKILLS AND KNOWLEDGE

- complaints handling systems
- continuous improvement processes for compliance, including monitoring, evaluation and review
- strategies for developing a positive compliance culture within the organisation
- techniques and performance indicators for monitoring the operation of a compliance program or management system
- reporting processes on compliance management, including reports on breaches and rectification action
- relevant organisational policies and procedures, including:
 - compliance plans and policies in various compliance areas
 - organisational standards for operations and ethics
- relevant Australian and international standards, including:
 - AS 3806:2006 Compliance programs
 - AS ISO 10002:2006 Customer satisfaction - Guidelines for complaints handling in organizations
 - AS ISO 15489:2004 Records management
 - AS/NZS 4360:2004 Risk management
- relevant organisational policies and procedures, including:
 - plans and policies in various compliance areas
 - organisational standards for operations and ethics

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> document processes used to identify, analyse and interpret organisational compliance requirements apply knowledge of elements of compliance programs and related management systems.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> organisational policies and procedures, standard operating procedures, and plans relevant published material on legislation, regulations, licensing requirements, codes of practice, standards, etc. appropriate computer resources for online searching and review of relevant compliance requirements.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> observation of activities undertaken to identify compliance requirements assessment of reports identifying compliance requirements and containing analysis of the implications of those requirements on organisational objectives, processes and systems direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate observation of interactions with internal and external stakeholders while identifying compliance requirements oral or written questioning to assess knowledge of compliance requirements and their impact on organisational objectives, processes and systems review of authenticated compliance promotional documents or computer files from the workplace or training environment.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Range of operations may include:

- full range of operations of an organisation at a particular site
- full range of operations of an organisation distributed across multiple sites
- full range of operations of an organisation, including mobile units such as vehicles, railway trains, maritime vessels and aircraft
- operations of a particular section or organisational unit.

Compliance requirements may include:

- cross-industry, industry-specific and internal organisational compliance requirements in such areas as (examples in alphabetical groupings):
 - anti-discrimination, including discrimination by race, sex, disability, religion, etc.; alcohol licensing, including licensing regulations covering clubs, pubs, licensed premises, etc.; aviation
 - bankruptcy
 - chemical use, child protection, construction, conveyancing/real estate, copyright, corporate governance, customs, credit
 - education, electricity, environmental protection, equal opportunity
 - financial services, including banking; fire; food hygiene; freedom of information; freight forwarding
 - gambling, gene technology
 - health, human rights
 - insurance, immigration, intellectual property
 - land management
 - maritime, mining
 - pharmaceuticals, patents, privacy
 - quarantine
 - racing, rail transport, road transport
 - safety, including cross-industry generic regulations as well as industry, equipment or product-specific subcategories, e.g. marine safety, rail safety, food

RANGE STATEMENT	
	<p>safety, aviation safety, road safety, dangerous goods, construction safety, mine safety, etc.; security; sewage; superannuation</p> <ul style="list-style-type: none"> • taxation, telecommunications, tobacco, trade practices and consumer protection • water supply, workers compensation, workers rehabilitation • different types of internal and external compliance requirements, including: <ul style="list-style-type: none"> • accreditation requirements of an institute, professional organisation or registration body • internal policies, procedures, standards or codes of practice of an organisation • regulations of a state or territory, national or international regulatory authority • requirements for certification under statutory licensing systems • statutory standards or codes of practice.
<i>Information on internal and external compliance requirements</i> may include:	<ul style="list-style-type: none"> • internal policies, standard operating procedures, standards, and codes of practice • published material relevant to compliance held in either internal or external libraries • relevant legislation, regulations and licensing requirements pertinent to the organisation's operations and sphere of business.
<i>Search resources</i> may include:	<ul style="list-style-type: none"> • computer terminals linked to data sources either via the internet, internal networks, or CDs • library resources and materials, including compliance-related books, journals, manuals, standards, CDs and other multimedia resources • published information on such things as relevant legislation, regulations, licensing requirements, codes of practice and Australian standards.
<i>Relevant Australian and international standards</i> may include:	<ul style="list-style-type: none"> • AS 3806:2006 Compliance programs • AS ISO 10002:2006 Customer satisfaction - Guidelines for complaints handling in organizations • AS ISO 15489:2004 Records management • AS/NZS 4360:2004 Risk management.
<i>Jurisdictions of laws, regulations, industry and organisational codes and standards</i>	<ul style="list-style-type: none"> • global • industry • local

RANGE STATEMENT	
may include:	<ul style="list-style-type: none"> • national • organisational • state or territory.
<i>Information on relevant compliance requirements</i> may include:	<ul style="list-style-type: none"> • correspondence, emails and other written information provided by internal and external personnel contacted during search activities • information downloadable from relevant websites • newsletters, bulletins and information sheets and other similar periodic documentation distributed by relevant regulatory authorities and standards bodies • published information on legislation, regulations, codes of practice, standards, licensing requirements, standard operating procedures, etc. • records of conversations and meetings with relevant internal and external personnel.
<i>Relevant internal personnel</i> may include:	<ul style="list-style-type: none"> • board of directors • chief executive officer • compliance management team • compliance specialists at the operational level • frontline managers • senior management team.
<i>Relevant external personnel</i> may include:	<ul style="list-style-type: none"> • legal and business advisors and consultants with expertise in compliance management • representatives of professional associations and institutes relevant to the organisation's operations and sphere of business • representatives of relevant authorities in pertinent compliance areas.
<i>Relevant personnel performing specific compliance management functions</i> may include:	<ul style="list-style-type: none"> • compliance management consultants • compliance management officers • compliance managers • legal personnel specialising in compliance management • line managers with specific compliance functions.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, licensing and risk - compliance
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Co-requisite units

Co-requisite units		

BSBCOM601B Research compliance requirements and issues

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to explore and investigate various aspects and issues associated with compliance requirements and a related compliance program/management system.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to the higher level research activities needed to identify and investigate critical aspects of compliance requirements and related systems. It may be focused on researching aspects and issues to do with compliance requirements and systems for a specific organisation, or aspects and issues of compliance more generally, such as across a particular industry or the national economy.</p> <p>The unit applies to officers in regulatory authorities or large organisations with roles and responsibilities related to identifying and investigating impacts, issues and policy implications of various aspects of compliance. It also applies to internal or external consultants who carry out research activities for clients on various aspects of compliance as a compliance researcher or member of a compliance management team (usually within a larger organisation).</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clarify the purpose and scope of the research	1.1. Confirm and clarify the <i>purpose and scope of the required compliance related research</i> in collaboration with the <i>client/s</i> and relevant <i>internal and/or external personnel</i> 1.2. Document the purpose and scope of the required research in accordance with organisational and/or client requirements
2. Develop the research plan	2.1. Develop a suitable <i>research methodology</i> to enable sufficiently valid and reliable outcomes for the required research 2.2. Prepare the <i>research plan</i> for the proposed project 2.3. Obtain approval of plan from relevant internal and/or external personnel
3. Gather required research data	3.1. Collect relevant <i>research data</i> using appropriate research techniques and sources in accordance with the agreed research plan 3.2. Gather and interpret from appropriate sources, information on <i>relevant Australian and international standards</i> pertaining to compliance requirements and related systems 3.3. Organise, interpret and review collected data in terms of its relevance to the project's purpose and objectives 3.4. Discuss ambiguities, uncertainties and problems experienced while interpreting collected data and address appropriately in conjunction with relevant internal or external personnel 3.5. Organise interpreted research data for later analysis
4. Analyse collected data	4.1. Analyse data in accordance with planned methodology 4.2. Review and discuss outcomes of the analysis with relevant internal or external personnel
5. Determine research findings and outcomes	5.1. Interpret the outcomes of the data analysis in accordance with the project objectives 5.2. Develop and discuss preliminary findings, identified issues and related recommendations with relevant internal and/or external personnel 5.3. Undertake any additional data collection and analysis required to clarify aspects of findings, issues and related action options

ELEMENT	PERFORMANCE CRITERIA
6. Document and disseminate research outcomes	<p>6.1. Prepare a draft report of the research outcomes, findings and recommendations in accordance with the agreed structure and format, and distribute to relevant internal and/or external personnel for comment and feedback</p> <p>6.2. Edit the report based on the feedback obtained</p> <p>6.3. Proofread the report prior to publication</p> <p>6.4. Ensure the outcomes, findings and recommendations in the report are signed off by <i>authorised personnel</i></p> <p>6.5. Produce and disseminate the report to nominated internal and/or external personnel in accordance with agreed arrangements</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- interpersonal skills to contribute to a positive culture of compliance within an organisation
- interpersonal skills to relate to internal and external personnel and in particular those representing relevant regulatory authorities, professional institutes and organisations, standards organisations
- project management skills to:
 - manage other personnel involved in the research activity
 - manage time
 - manage finances
- research skills to:
 - conduct literature and internet searches
 - assist with various types of research surveys
 - assist with the analysis and organisation of research data, including qualitative and quantitative data, using appropriate techniques
 - develop research plans.

Required knowledge

- compliance requirements relevant to the organisation research methods and techniques suitable for compliance related research projects
- elements of compliance program/management systems including:
 - specification of compliance management functions, accountabilities and responsibilities within the organisation
 - compliance related management information systems
 - record keeping systems required for compliance management
 - liaison procedures with relevant internal and external personnel on compliance related matters
 - breach management policies and processes including the identification, classification, investigation, rectification and reporting of breaches in compliance requirements
 - compliance reporting procedures
 - corporate induction and training processes related to compliance management
 - processes for the internal and external promulgation and promotion of information on compliance requirements and compliance program/management system
 - compliance complaints handling systems
 - continuous improvement processes for compliance including monitoring,

REQUIRED SKILLS AND KNOWLEDGE

- evaluation and review
 - strategies for developing a positive compliance culture within the organisation
 - techniques and performance indicators for monitoring the operation of a compliance program/management system
 - reporting processes on compliance management including reports on breaches and rectification action
- quantitative and qualitative data analysis techniques relevant to compliance related research
- relevant Australian and international standards including but not limited to:
 - AS 3806:2006 Compliance programs
 - AS ISO 10002:2006 Customer satisfaction - Guidelines for complaints handling in organizations
 - AS ISO 15489:2004 Records management
 - AS/NZS 4360:2004 Risk management quantitative and qualitative data analysis techniques relevant to compliance related evaluation
- relevant organisational policies and procedures including:
 - compliance plans and policies in various compliance areas
 - organisational standards for operations and ethics
- sources of data relevant to compliance related research.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • completion of projects in which key aspects or issues associated with compliance requirements or a compliance program/management system have been researched • knowledge of compliance requirements relevant to the organisation research methods and techniques suitable for compliance related research projects.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to relevant published material such as: <ul style="list-style-type: none"> • organisational policies, standard operating procedures, procedures and plans • relevant legislation, regulations, licensing requirements, codes of practice, standards • access to relevant internal and external data files • access to appropriate computer resources for online searching, data processing and analysis, and report preparation and editing.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of techniques and data collected to identify compliance requirements • assessment of reports documenting compliance research and issue findings • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observations of activities undertaken to research compliance requirements and issues • observations of interactions with internal and external stakeholders while researching compliance requirements • oral or written questioning to assess knowledge of

EVIDENCE GUIDE	
	<p>compliance processes used to identify compliance requirements and issues</p> <ul style="list-style-type: none"> • review research plan • evaluation of process used to distribute draft report of the research outcomes, findings and recommendations for comment and feedback, and outcomes of this process.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other compliance units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Purpose and scope of the required compliance related research</i> may include:</p>	<ul style="list-style-type: none"> • costs of compliance at the organisation or wider levels • investigation of relevant jurisdictional aspects of compliance covering: <ul style="list-style-type: none"> • organisational issues • industry issues • local issues • state/territory issues • national issues • global issues • potential consequences of non-compliance at the organisation or wider levels • potential impacts of compliance requirements upon an organisation, an industry or an economy • program and system requirements for effective compliance management • skill requirements and organisational structures for effective compliance management
<p><i>Client/s</i> may include:</p>	<ul style="list-style-type: none"> • educational institutions and organisations • enterprises • government departments • professional associations and institutes • regulatory authorities
<p><i>Relevant internal and/or external personnel</i> may include:</p>	<ul style="list-style-type: none"> • board of directors • chief executive officer • chief executives and managers in organisations with an interest in the compliance issues being researched • compliance management team (where relevant) • compliance specialists at the operational level • frontline managers • legal and business advisors and consultants

RANGE STATEMENT	
	<p>with expertise and interest in compliance requirements and related management systems</p> <ul style="list-style-type: none"> • representatives of professional associations and institutes relevant to the organisation's operations and sphere of business • representatives of relevant authorities in pertinent compliance areas • senior management team
Research methodology may include:	<ul style="list-style-type: none"> • desk analysis • environmental scans • literature searches including internet searches • qualitative data analysis • quantitative data analysis using manual and computerised techniques • surveys including interviews, focus groups, questionnaires
Research plan may include:	<ul style="list-style-type: none"> • costs • details of the research objectives and deliverables • methodology • personnel required including project manager, researcher or research team and those who may be consulted during the course of the research activities • time lines and milestones
Research data may include:	<ul style="list-style-type: none"> • completed survey questionnaires • document files downloaded from internet websites • published documents including papers, standards, regulations • quantitative data collected from various sources, such as ABS data, data provided by regulatory authorities, demographic data • records of interviews, meetings or focus group workshop outcomes • records of telephone conversations • written correspondence including letters, faxes, emails
Relevant Australian and international standards may include:	<ul style="list-style-type: none"> • AS 3806:2006 Compliance programs • AS ISO 10002:2006 Customer satisfaction - Guidelines for complaints handling in organizations

RANGE STATEMENT	
	<ul style="list-style-type: none"> AS ISO 15489:2004 Records management AS/NZS 4360:2004 Risk management quantitative and qualitative data analysis techniques relevant to compliance related evaluation
<i>Authorised personnel</i> may include but are not limited to:	<ul style="list-style-type: none"> chief executive officer or manager in an organisation nominated representative of educational institution/s or organisation/s nominated representative of professional association/s or institute/s nominated representative of a regulatory authority project manager project steering committee

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Regulation, Licensing and Risk - Compliance
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Co-requisite units

Co-requisite units		

BSBCUS402A Address customer needs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to workers required to be familiar with a product and/or service that varies widely and is capable of significant customisation. The customer relationship would typically involve direct interaction a number of times over an extended period.</p> <p>This unit is appropriate to workers who are expected to have detailed product knowledge in order to recommend customised solutions. They would be expected to apply organisational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assist customer to articulate needs	1.1. Ensure <i>customer</i> needs are fully explored, understood and agreed 1.2. Explain and match available services and products to customer needs 1.3. Identify and communicate <i>rights and responsibilities of customers</i> to the customer as appropriate
2. Satisfy complex customer needs	2.1. Explain possibilities for meeting customer needs 2.2. Assist customers to evaluate service and/or product options to satisfy their needs 2.3. Determine and prioritise preferred actions 2.4. Identify potential areas of difficulty in customer service delivery and take appropriate actions in a positive manner
3. Manage networks to ensure customer needs are addressed	3.1. Establish <i>effective regular communication</i> with customers 3.2. Establish, maintain and expand relevant networks to ensure appropriate referral of customers to products and services from within and outside the organisation 3.3. Ensure procedures are in place to ensure that decisions about targeting of customer services are based on up-to-date information about the customer, and the products and services available 3.4. Ensure procedures are put in place to ensure that referrals are based on the matching of the assessment of customer needs and availability of products and services 3.5. Maintain records of customer interaction in accordance with <i>organisational procedures</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to read a variety of texts, to prepare general information and papers, and to write formal and informal letters according to target audience
- numeracy skills to analyse data, and to compare time lines and promotional costs against budgets
- problem-solving skills to develop solutions unique to a customer
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities.

Required knowledge

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - environmental issues
 - occupational health and safety
- organisational procedures and standards for customer service relationships
- detailed product knowledge which may be of significant breadth (so as to propose alternative products and services), or of significant depth (so as to propose variations within a limited product and service range).

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • assisting customers to articulate their needs • documenting processes used and customer satisfaction with the products/services offered • assisting customers to address their needs.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • examples of products/services and promotional strategies.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of documentation prioritising preferred actions • analysis of responses to case studies and scenarios • demonstration of techniques • observation of presentations • assessment of written reports • evaluation of communication established with customers • review of customer interaction records.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • general administration units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Customers</i> may include:</p>	<ul style="list-style-type: none"> • customers with routine or specific requests • in person, computer-based and telephone customers • internal and external customers • people from a range of social, cultural or ethnic backgrounds • people who may be unwell, drug affected or emotionally distressed • people with varying physical and mental abilities • regular and new customers
<p><i>Rights and responsibilities of customers</i> may include:</p>	<ul style="list-style-type: none"> • fulfilment of external obligations • informed consent
<p><i>Effective regular communication</i> may include:</p>	<ul style="list-style-type: none"> • giving customers full attention • handling sensitive and confidential issues • maintaining eye-contact (for face-to-face interactions), except where eye-contact may be culturally inappropriate • speaking clearly and concisely • using active listening techniques • using appropriate language and tone of voice • using clearly written information/communication • using non-verbal communication e.g. body language, personal presentation (for face-to-face interactions) • using open and/or closed questions
<p><i>Organisational procedures</i> may include:</p>	<ul style="list-style-type: none"> • procedural manuals • quality systems, standards and guidelines

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Stakeholder Relations - Customer Service
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Co-requisite units

Co-requisite units		

BSBDES701A Research and apply design theory

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to research and apply different theories of design.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who use sophisticated research and critical analysis skills in the exploration of design, design theory and its application to professional design practice.</p> <p>The scope of the research activity has both significant depth and breadth. A broader, more general approach to the history and theory of design is covered by BSBDES305A Source and apply information on the history and theory of design.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research design theory	1.1. Use a range of <i>research techniques</i> to source information about design theory 1.2. Identify and explore <i>new, emerging and alternative sources of ideas and thinking</i> about design 1.3. Expand own knowledge and understanding of design through review and <i>critical analysis</i> of information 1.4. Analyse, compare and contrast a range of <i>theoretical perspectives and thinking</i> on design
2. Apply theories of design to professional practice	2.1. Evaluate the relevance and application of different theories of design based on analysis of <i>own professional and personal experience</i> 2.2. Analyse the ways in which different aspects of history, theory and other influences are applied, adapted or challenged in practice 2.3. Assess the ways in which theories and thinking about design may be applied in ways that provide <i>benefits to individuals, businesses and communities</i>
3. Develop, articulate and debate own perspectives on theories of design	3.1. Take a critical approach to different theories and reflect on own ideas and responses 3.2. Develop own <i>substantiated positions</i> in response to research and analysis 3.3. Articulate own positions in a manner which demonstrates <i>clarity of thought and conceptual understanding</i> of different theories and thinking 3.4. Debate own positions on design showing belief in own and ideas and a willingness to remain open to new perspectives

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to articulate and debate complex concepts
- critical thinking skills to analyse complex information, and to develop and substantiate own positions and responses to theories and thinking around design
- literacy skills to research information dealing with complex concepts and theories
- self-management skills to develop and substantiate own views and ideas.

Required knowledge

- different theories of design, including different historical perspectives and current and emerging thinking
- relationship between theories of design and design in practice (in a particular work or broader social context)
- relationships, similarities and differences at a conceptual and practical level between the concepts of design, innovation and creativity
- systemic impacts on design - social, economic, political and environmental.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • research into past, current and emerging theories of design • development of substantiated positions on design and its application in response to own analysis and research • knowledge of different theories and thinking on design and its application in different social and work contexts.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • use of current and emerging sources of information and thinking on design.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • evaluation of research undertaken by the candidate into design theory and its application • evaluation of candidate's participation in discussion and debate on theories of design
Guidance information for assessment	The design process does not occur in isolation. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Research techniques</i> may include:	<ul style="list-style-type: none"> • desk research • informal discussions • internet • interviews • literature reviews
<i>New, emerging and alternative sources of ideas and thinking</i> may include:	<ul style="list-style-type: none"> • current business theories • government policy • individual in any field of endeavour • innovative organisations • international trends
<i>Critical analysis</i> may involve:	<ul style="list-style-type: none"> • adapting • analysing and evaluating actions and policies • challenging • clarifying issues, values and standards • comparing analogous situations • comparing and contrasting ideals with practice • comparing and evaluating beliefs, interpretations and theories • developing criteria for evaluation • distinguishing relevant from irrelevant facts • examining and evaluating assumptions • exploring implications and consequences • generating and assessing solutions • debating and discussing • judging • making interdisciplinary connections • making plausible inferences and predictions • noting significant similarities and differences • questioning • reading and listening critically • reflecting
<i>Theoretical perspectives and</i>	<ul style="list-style-type: none"> • economic

RANGE STATEMENT	
<i>thinking</i> may be:	<ul style="list-style-type: none"> • environmental • historical • local, national and international • political • social/cultural
<i>Own professional and personal experience</i> may include:	<ul style="list-style-type: none"> • evaluation of contexts in which creativity has flourished • evaluation of different attitudes to design and the role of designers • observations of the ways people interrelate with the design process, of the ways people use and adapt designs in daily life • reflection on current political, social and cultural trends • reflection on own experience with any type design process • workplace experience
<i>Benefits to individuals, businesses and communities</i> may include:	<ul style="list-style-type: none"> • better individual and business relationships • capacity for innovation and invention • greater social cohesion • improved productivity and profit • psychological wellbeing of individuals and communities
<i>Substantiated positions</i> may be positions which are:	<ul style="list-style-type: none"> • grounded in appropriate research • result of rational and logical thought • subjected to the analysis of others • supported by relevant information
<i>Clarity of thought and conceptual understanding</i> may be demonstrated by:	<ul style="list-style-type: none"> • ability to exchange and debate ideas with others • appropriate distillation of ideas to suit the required purpose • audience understanding • clear articulation of ideas

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Design - Design Process
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Co-requisite units

Co-requisite units		

BSBDIV601A Develop and implement diversity policy

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to research diversity, draft policy, plan for implementation, and implement diversity policy.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit covers the cycle of policy development with a specific focus on diversity and its importance to organisational activity.</p> <p>The policy takes a whole of organisation approach and sees diversity as an asset to the organisation.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research diversity	1.1. Analyse existing practices and <i>information</i> in relation to <i>diversity</i> 1.2. Identify potential benefits of diversity and analyse in relation to <i>business objectives</i> 1.3. Consult <i>key stakeholders</i> about their requirements for a diversity policy 1.4. Access diversity policies from similar organisations and review for relevance to own organisation
2. Draft policy and plan for implementation	2.1. Draft <i>diversity policy</i> 2.2. Develop <i>action plans</i> for policy 2.3. Consult key stakeholders for feedback on draft policy and action plans 2.4. Determine relationships and links with other related policies 2.5. Revise policy for implementation
3. Implement diversity policy	3.1. Explain and interpret policy to key stakeholders 3.2. Promote policy across the organisation through a range of <i>communication channels</i> 3.3. Identify intended and unintended impacts of policy implementation 3.4. Develop tools, benchmarks and other indicators for planning and measuring impact of policy implementation 3.5. Monitor business activities, team plans and staff performance to ensure diversity policy is effectively implemented
4. Review diversity policy	4.1. Gather and analyse information about diversity, the policy and its implementation 4.2. Consult key stakeholders to provide feedback on the policy 4.3. Develop and approve recommendations for changes to the policy 4.4. Refine policy

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- high level research and analytical skills to review business needs and to determine how diversity approaches apply
- interpersonal skills to consult and negotiate with people at all levels, and to present ideas for change and foster support for them
- planning and organising skills to implement and monitor diversity policy.

Required knowledge

- business operations including:
 - familiarity with structure, roles and responsibilities
 - business plans and strategic direction
 - issues that can be linked to diversity
- diversity within the community and business environment:
 - cultures
 - beliefs
 - traditions and practices
- equal opportunity theory
- productive diversity - contemporary theory about diversity and its potential contribution to business advantage
- legislation, codes of practice and national standards, for example:
 - Commonwealth Human Rights and Equal Opportunity Act
 - Commonwealth Racial Discrimination Act/s
 - Commonwealth Sex Discrimination Act
 - Commonwealth Disability Discrimination Act
 - relevant state/territory legislation.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • development of a comprehensive diversity policy with details of an implementation strategy and how it will be monitored and reviewed OR • critical analysis of an existing diversity policy with an evaluation of its effectiveness and recommendations for improvement • knowledge of relevant legislation, codes of practice and national standards.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to workplace documents and data.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment of written reports evaluating the effectiveness of diversity policies and their implementation • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of presentations • review of action plans to support diversity policy implementation • review of documentation promoting the policy across the organisation • evaluation of recommendations for policy changes.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other units from the BSB60407 Advanced Diploma of Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Information</i> may include:	<ul style="list-style-type: none"> • complaints and grievances e.g. sexual harassment, racial discrimination • customer analysis and feedback • equal opportunity targets • recruitment patterns • stakeholder opinions • statistical data
<i>Diversity</i> includes differences in:	<ul style="list-style-type: none"> • age • belief systems and values • culture • expertise, experience and working styles • gender • interests • interpersonal style • language, literacy and numeracy • physical differences • politics • race • religion • sexual orientation • thinking and learning styles
<i>Business objectives</i> may include:	<ul style="list-style-type: none"> • business goals and plans • future directions statements • vision or mission statements
<i>Key stakeholders</i> may include:	<ul style="list-style-type: none"> • customers and clients • heads of business units • managers and supervisors • organisation executives • staff working in a range of job roles and functions
<i>Diversity policy</i> may include:	<ul style="list-style-type: none"> • benefits of recognising diversity • human resources practices

RANGE STATEMENT	
	<ul style="list-style-type: none"> • key diversity issues for the organisation • organisational vision and purpose about diversity • policies the organisation will commit to • proposed action • reasonable adjustments
<i>Action plans</i> may include:	<ul style="list-style-type: none"> • financial plans • promotional strategies • resource requirements • risk management issues and strategies • sales and distribution projections • specific actions, initiatives and tasks to be undertaken • staffing/responsibility requirements and arrangements • time lines
<i>Communication channels</i> may include:	<ul style="list-style-type: none"> • face-to-face meetings • inclusion in training events • internet and intranet • posters, leaflets and fliers • presentations and speeches

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Diversity
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Co-requisite units

Co-requisite units		

BSBFIM501A Manage budgets and financial plans

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit addresses the requirement for managers to ensure that financial resources are used effectively. This is done by ensuring access to budget/s and ongoing monitoring expenditure against the budget/s.</p> <p>The unit applies to managers working in small and large business environments and not for profit organisations.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan financial management approaches	1.1. Access <i>budget/financial plans</i> for the work team 1.2. Clarify budget/financial plans with <i>relevant personnel</i> within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible 1.3. Negotiate any changes required to be made to budget/financial plans with relevant personnel within the organisation 1.4. Prepare <i>contingency plans</i> in the event that initial plans need to be varied
2. Implement financial management approaches	2.1. Disseminate relevant details of the agreed budget/financial plans to team members 2.2. Provide <i>support</i> to ensure that team members can competently perform <i>required roles</i> associated with the management of finances 2.3. Determine and access <i>resources and systems</i> to manage financial management processes within the work team
3. Monitor and control finances	3.1. Implement <i>processes</i> to monitor actual expenditure and to control costs across the work team 3.2. Monitor expenditure and costs on an agreed cyclical basis to identify cost variations and expenditure overruns 3.3. Implement, monitor and modify contingency plans as required to maintain financial objectives 3.4. <i>Report</i> on budget and expenditure in accordance with organisational protocols
4. Review and evaluate financial management processes	4.1. Collect and collate for analysis, <i>data and information on the effectiveness of financial management processes</i> within the work team 4.2. Analyse data and information on the effectiveness of financial management processes within the work team and identify, document and recommend any improvements to existing processes 4.3. Implement and monitor agreed improvements in line with financial objectives of the work team and the organisation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- numeracy skills to read and understand a budget and to update a budget
- technology skills to use software associated with financial record keeping.

Required knowledge

- basic accounting principles
- organisational requirements related to financial management
- relevant legislation and current requirements of the Australian Taxation Office, including GST
- requirements for organisational record keeping and auditing
- principles and techniques involved in:
 - budgeting
 - cash flows
 - electronic spreadsheets
 - GST
 - ledgers and financial statements
 - profit and loss statements.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> financial skills required to work with and interpret budgets, ageing summaries, cash flow, petty cash, GST, and profit and loss statements knowledge of the record keeping requirements for the ATO and for auditing purposes.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> assessment of written reports indicating broad knowledge of managing budgets and managing financial resources in the organisation demonstration of techniques using financial record keeping software direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate oral or written questioning to assess knowledge of requirements for organisational record keeping and auditing review of contingency plans review of identification of cost variations and expenditure overruns evaluation of documentation reporting on budget and expenditure review of documentation identifying and recommending improvements to financial management processes.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p>

EVIDENCE GUIDE	
	<ul style="list-style-type: none">• other units from the Diploma of Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Budget/financial plans</i> may include:</p>	<ul style="list-style-type: none"> • cash flow projections • long-term budgets/plans • operational plans • short-term budgets/plans • spreadsheet-based financial projections • targets or key performance indicators for production, productivity, wastage, sales, income and expenditure
<p><i>Relevant personnel</i> may include:</p>	<ul style="list-style-type: none"> • financial managers, accountants or financial controllers • supervisors, other frontline managers
<p><i>Contingency plans</i> may include:</p>	<ul style="list-style-type: none"> • contracting out or outsourcing human resources and other functions or tasks • diversification of outcomes • finding cheaper or lower quality raw materials and consumables • increasing sales or production • recycling and re-using • rental, hire purchase or alternative means of procurement of required materials, equipment and stock • restructuring of organisation to reduce labour costs • risk identification, assessment and management processes • seeking further funding • strategies for reducing costs, wastage, stock or consumables • succession planning
<p><i>Support</i> may include:</p>	<ul style="list-style-type: none"> • access to specialist advice • documentation of procedures • help desk or identified experts within the organisation • information briefings or sessions

RANGE STATEMENT	
	<ul style="list-style-type: none"> • intranet-based information • training including mentoring, coaching and shadowing
Required roles may include:	<ul style="list-style-type: none"> • arranging for use of corporate credit cards • banking • debt collection • ensuring security, accuracy and currency of financial operations • invoicing clients, customers and consumers • maintaining journals, ledgers and other record keeping systems • maintaining petty cash system • purchasing and procurement • wages and salaries payments and record keeping
Resources and systems may include:	<ul style="list-style-type: none"> • hardware and software • human, physical or financial resources • record keeping systems (electronic and paper-based) • specialist advice or support
Processes to monitor actual expenditure and to control costs across the work team include:	<ul style="list-style-type: none"> • reporting of: <ul style="list-style-type: none"> • assets • consumables • equipment • expenditure • income • stock • wastage
Reporting may include data from:	<ul style="list-style-type: none"> • bank statements • credit card statements • financial reports • invoices and receipts • ledgers and journals • logs • petty cash records • spreadsheet-based records
Data and information on the effectiveness of financial management processes may include records (paper-based and	<ul style="list-style-type: none"> • bank account records • cash flow data • contracts

RANGE STATEMENT

electronic) related to:

- credit card receipts
- employee timesheets
- files of paid purchase and service invoices
- income and expenditure
- insurance reports
- invoices
- job costings
- petty cash receipts
- quotations
- taxation records
- wages/salaries books

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

BSBFIM601A Manage finances

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to people who have managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation.</p> <p>It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan for financial management	1.1. Review and analyse previous <i>financial data</i> to establish areas which have generated a profit or loss 1.2. Undertake research to review reasons for previous profit and loss 1.3. Review business plan to establish critical dates and initiatives that will require or generate resources in next financial cycle 1.4. Analyse cash flow trends 1.5. Review statutory requirements for compliance and liabilities for tax 1.6. Review existing software and its suitability for financial management
2. Establish budgets and allocate funds	2.1. Use previous financial data to determine allocations for resources 2.2. Make informed estimates of new items for inclusion in budget 2.3. Prepare budgets in accordance with <i>organisational requirements</i> and <i>statutory requirements</i>
3. Implement budgets	3.1. Circulate budgets and ensure managers and supervisors are clear about budgets, reporting requirements and financial delegations 3.2. Manage risks by checking there are no opportunities for misappropriation of funds and that systems are in place to properly record all financial transactions 3.3. Review profit and loss statements, cash flows and ageing summaries 3.4. Revise budgets, as required, to deal with contingencies 3.5. Maintain audit trails to ensure accurate tracking and to identify <i>discrepancies</i> between agreed and actual allocations 3.6. Ensure compliance with due diligence
4. Report on finances	4.1. Ensure structure and <i>format</i> of reports are clear and conform to organisational and statutory requirements 4.2. Identify and prioritise significant <i>issues</i> in statements, including comparative financial performances for review and decision making 4.3. Prepare <i>recommendations</i> to ensure financial viability of the organisation 4.4. Evaluate the effectiveness of financial management

ELEMENT	PERFORMANCE CRITERIA
	processes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to explain budgets and reporting requirements, and to deal with questions
- mathematical skills to read and interpret budgets
- technology skills to work with financial software.

Required knowledge

- financial probity
- principles of accounting and financial systems
- relevant Australian, international and local legislation and conventions, such as:
 - bilateral or regional trade agreements
 - International Commercial Terms (INCOTERMS)
 - Trade Practices Act
 - Warsaw Convention
 - World Trade Organization determinations
- requirements of the Australian Tax Office, including Goods and Services Tax, Company Tax, PAYG.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • preparation of budgets which align with the business plan, use previous financial data and meet all compliance requirements • analysis of the effectiveness of existing financial management approaches • knowledge of the requirements of the Australian Tax Office.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment of written reports on financial systems and financial management • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of budgets prepared • oral or written questioning to assess knowledge of legislative requirements or the tax system • evaluation of documentation reviewing profit and loss statements, cash flows and ageing summaries • analysis of maintenance of audit trails • review of recommendations prepared to ensure the financial viability of the organisation.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other units from the BSB60407 Advanced Diploma of Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Financial data</i> may include:	<ul style="list-style-type: none"> • budgets, forecasts and variations • cash flow/profit reports • financial/operational statements and reports (e.g. expenditures and receipts, profit and loss statements) • market valuations
<i>Organisational requirements</i> may include:	<ul style="list-style-type: none"> • financial analysis assessments • financial management manuals • legal and organisational policies, guidelines and requirements • occupational health and safety policies, procedures and programs • price and exchange parameters • quality assurance and/or procedures manuals • recording and filing systems • reporting requirements • standard financial analysis techniques
<i>Statutory requirements</i> may include:	<ul style="list-style-type: none"> • delegated authorities • internal control procedures • limits on volumes and types of financial transactions • reporting of duty, excise and other overseas government charges • reporting periods • taxation and payment timings
<i>Discrepancies</i> may include:	<ul style="list-style-type: none"> • absence of auditable trail • expenditure report mismatches • inappropriate authorisations • incorrect payments • incorrect report formats • unreconciled cash flows and operating statements • variances from budget and phasings

RANGE STATEMENT	
<i>Format</i> may include:	<ul style="list-style-type: none"> • audits • balance sheets • cash flow statements • electronic forms • financial year reports • operating statements • spreadsheets • statutory forms
<i>Issues</i> may include:	<ul style="list-style-type: none"> • cost structures • internal controls • losses and returns • profitability • statutory obligations • suppliers and markets
<i>Recommendations</i> may refer to:	<ul style="list-style-type: none"> • cash flow • changes in business activity including markets, goods or services traded • consolidation • expenses and overheads • labour costs including decisions to move production to other locations or sites • loss • profit • write-offs

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Finance - Financial Management
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Co-requisite units

Co-requisite units		

BSBFLM312B Contribute to team effectiveness

Modification History

Not Applicable

Unit Descriptor

This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Frontline managers have a key role in developing efficient and effective work teams within the context of the organisation. They play a prominent part in motivating, mentoring, coaching and developing team cohesion by providing leadership for the team and forming the bridge between the management of the organisation and the team members.

At this level, work will normally be carried out within known routines, methods and procedures, and may also involve a number of complex or non routine activities that require some discretion and judgement.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to team outcomes	1.1. Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2. Support team members to meet expected outcomes
2. Support team cohesion	2.1. Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2. Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3. Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4. Identify and address issues, concerns and problems identified by team members to relevant persons as required
3. Participate in work team	3.1. Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2. Support the team to identify and resolve problems which impede its performance 3.3. Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers
4. Communicate with management	4.1. Maintain open communication with line manager/management at all times 4.2. Communicate information from line manager/management to the team 4.3. Communicate unresolved issues to line manager/management and follow-up to ensure action is taken in response to these matters

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Required skills

- ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- communication skills, including listening
- basic training skills, including mentoring and coaching
- planning and organising skills
- problem solving skills
- attributes:
 - empathic
 - communicative
 - self aware
 - supportive
 - trusting
 - open
 - flexible
 - accommodating
 - initiating
 - loyal
 - fair
 - adaptable

Required knowledge

Required knowledge

- relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- organisational policies and procedures
- organisational goals, objectives and plans at both tactical and strategic levels
- organisational structure including organisational chart
- learning and development options available within and through organisation
- a general understanding of the principles and techniques of:
 - group dynamics and processes
 - motivation
 - planning
 - negotiation

- individual behaviour and difference

Evidence Guide

<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • managed communication consultations processes in relation to: • team cohesion • performance plan • induction process for new team members • performance management system implementation • handling problems • management advice in relation to human resource management of the work team
<p>Context of and specific resources for assessment</p>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • that this unit can be assessed in the workplace or in a closely simulated work environment • access by the learner and trainer to appropriate documentation and resources normally used in the workplace • where assessment is part of a learning experience, evidence will need to be collected over a period of time, involving both formative and summative assessment • that examples of actions taken by candidate to contribute to team effectiveness are provided
<p>Method of assessment</p>	<p>A range of assessment methods should be used to assess skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • Records produced from working in a team, such as: <ul style="list-style-type: none"> • reports • minutes or records of meetings • work journals or diaries

	<ul style="list-style-type: none">• learning and development plans developed with team members• records of actions taken to address issues raised by team members
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Legislation, codes and national standards relevant to the workplace may include:</p>	<ul style="list-style-type: none"> • award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety (OHS) and environmental issues, equal opportunity, industrial relations and anti-discrimination • relevant industry codes of practice
<p>OHS considerations may include:</p>	<ul style="list-style-type: none"> • provision of information about OHS legislative requirements, guidelines and the organisation's OHS policies, procedures and programs • training of all employees in health and safety procedures • participation in the regular update of OHS systems and procedures • changes to work practices, procedures and the working environment which impact on OHS
<p><i>Team purpose, roles, responsibilities, goals, plans and objectives</i> may include:</p>	<ul style="list-style-type: none"> • goals for individuals and the work team • expected outcomes and outputs • individual and team performance plans and Key Performance Indicators (KPIs) • action plans, business plans and operational plans linked to strategic plans • OHS responsibilities
<p><i>Feedback</i> may refer to:</p>	<ul style="list-style-type: none"> • communication of ideas and thoughts which focus on specific tasks, outcomes, decisions, issues or behaviours • formal/informal gatherings between team members where there is discussion on work-related matters
<p><i>Relevant persons</i> may include:</p>	<ul style="list-style-type: none"> • frontline manager's direct superior or other management representatives • colleagues

	<ul style="list-style-type: none"> designated personnel e.g. safety officer
<i>Responsibility for their actions</i> may involve:	<ul style="list-style-type: none"> individuals and teams individual and joint actions
<i>Communication</i> may include:	<ul style="list-style-type: none"> verbal, written or electronic communication face-to-face formal/informal interaction
<i>Line manager/management</i> may refer to:	<ul style="list-style-type: none"> frontline manager's direct superior or other management representatives
<i>Unresolved issues</i> may include:	<ul style="list-style-type: none"> issues, concerns and tensions problems related to work roles and responsibilities grievances and complaints any matters affecting workplace relationships and team cohesion

Unit Sector(s)

Management and Leadership - Frontline Management services

BSBHRM402A Recruit, select and induct staff

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals with a role in recruitment, selection and induction functions who work under the direction of a human resources manager.</p> <p>It is not assumed that the individuals addressed by this unit have staff who report to them, although this may be the case.</p> <p>Performance of the work described in this unit will be underpinned by in depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resource functions.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine job descriptions	1.1. Clarify time lines and requirement for appointment 1.2. Assist with preparation of <i>job descriptions</i> which accurately reflect the role requirements in accordance with organisational procedures and <i>legislation, codes and national standards</i> and <i>occupational health and safety (OHS) considerations</i> 1.3. Consult with relevant personnel about job descriptions 1.4. Ensure that job descriptions do not contravene legislative requirements 1.5. Obtain approvals to advertise position
2. Plan for selection	2.1. <i>Advertise</i> vacancies for <i>staffing requirements</i> in accordance with organisational policies and procedures 2.2. Consult with relevant personnel to convene selection panel and to develop interview questions 2.3. Short list applicants 2.4. Ensure that interview questions do not breach legislative requirements 2.5. Schedule interviews and advise relevant personnel of times, dates and venues
3. Assess and select applicants	3.1. Participate in interview process and assess candidates against agreed selection criteria 3.2. Discuss assessment with other selection panel members 3.3. Correct any biases or deviations from agreed procedures and negotiate for preferred candidate 3.4. Contact referees for referee reports 3.5. Prepare selection report and make recommendations to senior personnel for appointment 3.6. Advise unsuccessful candidates of outcomes and respond to any queries 3.7. Complete all necessary documentation in accordance with organisational procedures 3.8. Secure agreement of preferred candidate
4. Appoint and induct successful candidate	4.1. Provide successful candidate with employment contract and other documentation 4.2. Advise managers and staff of starting date and make

ELEMENT	PERFORMANCE CRITERIA
	<p>necessary administrative arrangements for pay and employee record keeping</p> <p>4.3. Advise manager and work team of new appointment</p> <p>4.4. Arrange induction in accordance with organisational policy</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to use networks to source suitable applicants, to listen to and understand what is being said in interviews, and to advise on the outcomes of the selection process
- literacy skills to work with job descriptions to devise suitable questions for interviews, to prepare letters for unsuccessful applicants and to make job offers
- organising and scheduling skills to arrange interviews and venues.

Required knowledge

- documentation required for recruitment and selection
- human resource functions, human resource life cycle and the place of recruitment and selection in that life cycle
- principles of equity, diversity and relevant legislation.
- range of interviewing techniques and other selection processes and their application.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • demonstrated ability to work with job descriptions to source and select suitable staff • interviewing and other selection techniques that demonstrate awareness of equal opportunity and anti-discrimination requirements • knowledge of the human resource life cycle.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an appropriate range of documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • assessment of written reports on recruitment and selection • demonstration of selection techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of interviewing techniques • review of advertisements for staffing vacancies • review of documentation provided to successful candidate • oral or written questioning to assess knowledge of selection processes.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other units from the Certificate IV in Human Resources.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Job descriptions</i> may include:	<ul style="list-style-type: none"> • attributes • competencies required by staff • job or person specifications • job title and purpose of position • necessary skills and knowledge • qualifications • selection criteria • tasks or duties associated with the position
<i>Legislation, codes and national standards</i> may include:	<ul style="list-style-type: none"> • award and enterprise agreements, and relevant industrial instruments • relevant industry codes of practice • relevant legislation from all levels of government that affects business operation, especially in regard to OHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
<i>Occupational health and safety (OHS) considerations</i> may include:	<ul style="list-style-type: none"> • establishment and maintenance of OHS training, records, induction processes • performance against OHS legislation and organisation's OHS system, especially policies, procedures and work instructions
<i>Advertising</i> may include:	<ul style="list-style-type: none"> • electronic or print • internal or external • outsourcing
<i>Staffing requirements</i> may include:	<ul style="list-style-type: none"> • permanent, temporary, full-time, part-time or casual

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Human Resource Management
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Co-requisite units

Co-requisite units		

BSBINM302A Utilise a knowledge management system

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to access and use a knowledge management system, to input into a knowledge management system, and to contribute to monitoring, reviewing and improving a knowledge management system and work practices.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of knowledge management to assist in increasing productivity, to improve quality or to recognise the benefits to the organisation through the improved use of knowledge.</p> <p>For the purpose of this unit, knowledge management is defined as the whole range of strategies, methods, activities and techniques used formally and informally by individuals and the organisation (as formalised in a knowledge management system) to identify, collect, organise, store, retrieve, analyse, share and apply knowledge to the work of the organisation.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access and use knowledge management system	1.1. Access <i>knowledge management system</i> to assist with specific tasks, in line with system <i>procedures</i> 1.2. Administer system, in line with procedures
2. Input to knowledge management system	2.1. Gather, analyse and prepare <i>inputs</i> for contribution to the system, in line with procedures 2.2. Check inputs for clarity, accuracy, currency and relevance 2.3. Make inputs to system, in line with procedures 2.4. Analyse requirements of the system and ensure suggestions for improvements are provided to <i>relevant personnel</i>
3. Review and improve work practices	3.1. Provide feedback about the clarity, accuracy, currency and relevance of the system's output to relevant personnel 3.2. Document learning resulting from the use of the system 3.3. Improve work practices as a result of learning from the use of the system

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to classify and report information
- literacy skills to read and understand a variety of texts; and to write, edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information
- problem-solving skills to deal with information which is contradictory, ambiguous, inconsistent or inadequate
- technology skills to display information in a format suitable to the target audience.

Required knowledge

- key provisions of relevant legislation from all forms of government that may affect aspects of business operations, such as:
 - anti-discrimination
 - ethical principles
 - codes of practice
 - privacy laws
 - occupational health and safety (OHS)
- organisational policies and procedures for knowledge management
- other relevant organisational policies and procedures, for example:
 - commercial confidentiality.
 - customer service
 - information management
- records management.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • making contributions to knowledge management system • records of outcomes resulting from the use of the system • knowledge of organisational policies and procedures for knowledge management.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • examples of information documents found in the workplace • access to system (within privacy and confidentiality provisions).
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of documentation outlining learning resulting from the use of the system • analysis of responses to case studies and scenarios • demonstration of techniques.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • general administration units • other information management units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Knowledge management system</i> may include:</p>	<ul style="list-style-type: none"> • planned and implemented system • policies • procedures and practices to manage knowledge within the organisation and among relevant stakeholders • protocols
<p><i>Procedures</i> may include:</p>	<ul style="list-style-type: none"> • accessible operating instructions • accessible user manuals • criteria established for selecting and filtering input to the system • related policies and procedures covering: <ul style="list-style-type: none"> • consultation, participation, communication, and written and verbal reporting • documentation • data collection, storage and retrieval • privacy and confidentiality • quality • staff, professional development, training, and coaching and mentoring • work organisation • templates for the collection of input to the system
<p><i>Inputs</i> may be:</p>	<ul style="list-style-type: none"> • electronic • paper-based • verbal
<p><i>Relevant personnel</i> may include:</p>	<ul style="list-style-type: none"> • managers, leaders, supervisors and coordinators • owners • staff, team members and colleagues

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Knowledge Management - Information Management
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Co-requisite units

Co-requisite units		

BSBINM401A IMPLEMENT WORKPLACE INFORMATION SYSTEM

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Frontline managers play a significant role in contributing to the organisation's effectiveness in identifying, acquiring, analysing and using appropriate information.</p> <p>At this level, work will normally be carried out within routine and non routine methods and procedures, which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and source information needs	1.1. Determine and locate information required by teams 1.2. Acquire and review information held by the organisation to determine suitability, accessibility, currency and reliability according to organisational policies
2. Collect, analyse and report information	2.1. Collect information, which is adequate and relevant to the needs of teams, in a timely manner 2.2. Ensure information is in a format suitable for analysis, interpretation and dissemination 2.3. Analyse information to identify and report relevant trends and developments in terms of the needs for which it was acquired
3. Implement information systems	3.1. Implement management information systems effectively to store, retrieve and regularly review data for decision making purposes 3.2. Use technology available in the work area to manage information effectively 3.3. Submit recommendations for improving the information system to designated persons and/or groups
4. Prepare for information system changes	4.1. Collect information about information system future needs in consultation with colleagues , including those who have a specialist role in resource management 4.2. Ensure estimates of information system future needs reflect the organisation's business plans , and customer and supplier requirements 4.3. Support proposals to secure resources by clearly presenting submissions that describe realistic options, benefits, costs and outcomes 4.4. Prepare team members to work with new technology and information system changes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to work with information, and to research and present information in ways that are appropriate to the work team
- technology skills to work with a range of information systems.

Required knowledge

- information management systems and technology that would be associated with the workplace such as:
 - budgets and financial management systems
 - customer information software or records
 - databases
 - personal digital assistant (PDA)
 - product and service information
 - project management software
 - record management systems
 - spreadsheets.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> analysis of the information that is required for the effective functioning of the team's work together knowledge of the range of information systems that are, or should be, available in the workplace ability to recognise what information system changes and improvements will be required in the future.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> demonstration of techniques in working with information management systems direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate oral or written questioning to assess knowledge of relevant technology review of documentation analysing information trends and developments written reports on future information system needs review of preparation undertaken for team members to work with new technology and information system changes.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> other units from the Certificate IV in Frontline Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Information</i> may include:</p>	<ul style="list-style-type: none"> • archived, filed and historical background data • continuous improvement and quality assurance data • data available internally or externally • data shared and retrieved in various forms such as in writing or verbally, electronically or manually • financial and contractual data • marketing and customer-related data • organisational performance data • planning and organisational documents • policies and procedures
<p><i>Organisational policies</i> may include:</p>	<ul style="list-style-type: none"> • guidelines for decision making throughout the organisation that link the formulation of strategy with its implementation • sets of accepted actions approved by the organisation • Standard Operating Procedures
<p><i>Technology</i> may include:</p>	<ul style="list-style-type: none"> • computerised systems and software such as databases, project management and word processing • telecommunications devices • any other technology used to carry out work roles and responsibilities
<p><i>Designated persons and/or groups</i> may include:</p>	<ul style="list-style-type: none"> • groups designated in workplace policies and procedures • managers or supervisors with management roles and responsibilities concerning information systems • other stakeholders accessing the information system such as customers and service providers • other work groups or teams whose work will be affected by the system

RANGE STATEMENT	
<i>Colleagues</i> may include:	<ul style="list-style-type: none"> • employees at the same level or more senior managers • occupational health and safety committee members and other specialists • people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • team members
<i>Business plans</i> may include:	<ul style="list-style-type: none"> • cash flow projections • long-term budgets/plans • operational plans • short-term budgets/plans • spreadsheet-based financial projections • targets or key performance indicators for production, productivity, wastage, sales, income and expenditure

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units	

BSBINN301A Promote innovation in a team environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies individuals who play a pro active role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader.</p> <p>The team may 'make itself' or be constructed by others. It may have core members and members who participate at certain times or for particular purposes. It may be permanent or temporary, or come together at different times to work on specific projects.</p> <p>The team could consist of a team of contractors/freelancers, permanent staff, clients and service providers, or any combination of these groups. It may operate within an organisation or across several organisations - or simply across a group of individuals.</p> <p>The key focus of the unit is on what makes for an innovative team, what keeps it working well, how the structure of work can make a difference and what skills and knowledge are needed to maximise opportunities for innovation. Where a greater focus on team leadership is required this unit should be combined with units such as BSBLED401A Develop teams and individuals.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Create opportunities to maximise innovation within the team	1.1. Evaluate and reflect on <i>what the team needs and wants to achieve</i> 1.2. Check out <i>information about current or potential team members' work</i> in the context of developing a more innovative team 1.3. Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross-fertilising ideas 1.4. Acknowledge, respect and discuss the <i>different ways that different people may contribute</i> to building or enhancing the team
2. Organise and agree effective ways of working	2.1. Jointly establish <i>ground rules</i> for how the team will operate 2.2. Agree and communicate responsibilities in ways that encourage and reinforce <i>team-based innovation</i> 2.3. Agree and share tasks and activities to ensure the best use of skills and abilities within the team 2.4. Plan and schedule activities to allow time for thinking, challenging and collaboration 2.5. Establish personal reward and stimulation as an integral part of the team's way of working
3. Support and guide colleagues	3.1. Model <i>behaviour that supports innovation</i> 3.2. Seek <i>external stimuli and ideas</i> to feed into team activities 3.3. Pro-actively share information, knowledge and experiences with other team members 3.4. Challenge and test ideas within the team in a positive and collaborative way 3.5. Pro-actively discuss and explore ideas with other team members on an ongoing basis
4. Reflect on how the team is working	4.1. De-brief and reflect on activities and on opportunities for improvement and innovation 4.2. Gather and use feedback from within and outside the team to generate discussion and debate 4.3. Discuss the <i>challenges of being innovative</i> in a constructive and open way 4.4. Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues 4.5. Identify, promote and celebrate successes and

ELEMENT	PERFORMANCE CRITERIA
	examples of successful innovation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to work collaboratively as part of a team, to provide guidance and support to others, and to participate in open and constructive discussions
- creative thinking skills to generate, explore, test and challenge ideas
- learning skills to stretch boundaries of own knowledge and skills
- literacy skills to analyse a wide range of information from varied sources
- planning and organisational skills to participate in the effective allocation of work in a team context
- problem-solving skills to work constructively to overcome issues and challenges of both a practical and conceptual nature and to make ideas become realities
- self-management skills to take a pro-active team role and to reflect on own performance in modelling and encouraging behaviour that supports innovation.

Required knowledge

- barriers to innovation that can occur within a team and broader barriers that sometimes hinder innovation
- broad concepts of innovation including what innovation is, different types of innovation and the benefits of innovation
- characteristics of teams that are more likely to be innovative and characteristics of broader environments that support and encourage innovation
- different roles that people may play within a team, how this impacts on the way a team works and what it might achieve
- group dynamics in a team.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • active participation in a team where the team takes a pro-active and considered approach to innovation and innovative practice • collaborative and open communication within the team • knowledge and understanding of the internal and external factors that contribute to a team becoming and remaining innovative.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • demonstration of skills as part of a team.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • direct observation of team interactions • evaluation of reports by the candidate or the team (could be oral or written) discussing the ideas, challenges and opportunities associated with teams, and how they can be more innovative • evaluation of feedback from other people in the team about the candidate's communication approaches and abilities • oral or written questioning to assess knowledge of the characteristics of innovative teams, innovation concepts more broadly and the ways in which innovation can be encouraged • review of jointly established 'groundrules' for how the team will operate.
Guidance information for assessment	<p>Innovation does not occur in isolation. Holistic assessment with other units relevant to the industry sector, workplace and job role is highly recommended.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>What the team needs and wants to achieve</i> may relate to:</p>	<ul style="list-style-type: none"> • addressing particular customer feedback • conceiving and implementing a particular project • developing new services or products • generating ongoing ideas within the work unit • improving budgetary performance • improving or changing work conditions • new ideas that impact beyond the workplace (e.g. that have a broader social or community impact)
<p><i>Information about current or potential team members' work</i> may relate to:</p>	<ul style="list-style-type: none"> • interests • lifestyle preferences • past jobs • technical strengths • work preferences • working styles
<p><i>Different ways that different people may contribute</i> may relate to individual strengths around:</p>	<ul style="list-style-type: none"> • creating positive energy within the team • fundamental literacy strengths (e.g. particularly strong in visual literacy, written or spoken communication) • generating ideas • networks or spheres of influence • particular ways of thinking • powers of persuasion • problem-solving capacities • specific technical skills or knowledge
<p><i>Ground rules</i> may relate to:</p>	<ul style="list-style-type: none"> • boundaries or lack of boundaries for team activities and ideas • confidentiality • copyright, moral rights or intellectual property • regularity of communication • key roles and responsibilities • time lines

RANGE STATEMENT	
	<ul style="list-style-type: none"> ways of communicating
<i>Team-based innovation</i> may be encouraged through:	<ul style="list-style-type: none"> accessing training and learning opportunities enough but not too much guidance and structure equitable sharing of workload follow-through with ideas supportive communication
<i>Behaviour that supports innovation</i> may include being:	<ul style="list-style-type: none"> collaborative equitable fair fun hardworking reflective responsible sympathetic
<i>External stimuli and ideas</i> might be from:	<ul style="list-style-type: none"> Australia or overseas colleagues outside of the team family and friends internet journals networks or technical experts other organisations
<i>Challenges of being innovative</i> may relate to:	<ul style="list-style-type: none"> budgetary or other resource constraints competing priorities organisational culture problems with breaking old patterns of behaviour or thinking time pressures

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Creativity and Innovation - Innovation
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Co-requisite units

Co-requisite units		

BSBINN801A Lead innovative thinking and practice

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to generate, lead and sustain innovative organisational thinking and practice.</p> <p>The unit also covers generating innovative thinking and creativity to lead sustainable innovative practices; supporting a culture of innovation; and maintaining a sustained approach to innovative thinking and practice.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who initiate and lead innovation in any industry or community context. Each organisation's thinking and practice will be different depending on its core business, purpose, size, complexity and broader operating context.</p> <p>Leaders encourage innovative thinking and practice in relation to drivers shaping the particular work environment. Managers may use innovative thinking and practice to advance learning and business processes that contribute to organisational strategies, business plans and goals.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Generate innovative thinking and creativity	1.1. Research and use a <i>range of techniques and tools</i> to generate new ideas and thinking 1.2. Research and analyse trends shaping organisation's current and future thinking and practice 1.3. Introduce and promote creative thinking techniques to foster personal and team innovation 1.4. Evaluate <i>overall context</i> for individual and collective innovative thinking and creativity 1.5. Research and analyse specific <i>conditions for innovation</i> and issues that impact on individual and collective innovative thinking and creativity 1.6. Research and review innovation <i>drivers</i> and <i>enablers</i>
2. Lead innovative practices	2.1. Develop personal <i>leadership style</i> to model positive innovative thinking and practice 2.2. Review, challenge and refine own style and practice in relation to modelling and supporting innovation 2.3. Assess and determine the requirements to promote sustainable innovative activity for the operational context and people involved 2.4. Devise and implement most appropriate means to promote knowledge transfer 2.5. Identify, evaluate and manage <i>risks</i> associated with innovation within an organisation
3. Generate and support a culture of innovation	3.1. Introduce and promote innovative practices, processes, products or services appropriate to audience and organisational requirements 3.2. Establish ways to capture, communicate and share innovative ideas and practices 3.3. Initiate and foster communication, consultation and team development approaches that support innovation 3.4. Identify, assess and provide adequate resources for innovation to occur 3.5. Develop and apply strategies to foster a workplace culture capable of encouraging innovation 3.6. Establish <i>mechanisms at system and process</i> level that can support innovation
4. Sustain innovative thinking and practice	4.1. Develop strategies to make innovation an integral part of organisational activity

ELEMENT	PERFORMANCE CRITERIA
	<p>4.2. Develop and monitor processes to ensure ongoing awareness of individual and collective contributions to innovative thinking and practice</p> <p>4.3. Analyse potential barriers and risks to innovation and devise strategies to respond</p> <p>4.4. Analyse and reflect on innovation performance as a basis for developing strategies for improvement</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication, consultation and negotiation skills to model and lead open and collaborative relationships
- planning and organisational skills to develop, implement and sustain practical strategies for innovation
- problem-solving skills to assess challenges and risks at a strategic level and to develop appropriate responses
- research and analytical skills to work with structurally intricate and conceptually complex innovation texts and broader industry contexts; and to develop materials which deal with complex ideas and concepts
- self-management and learning skills to evaluate and enhance personal effectiveness, and to promote a culture of ongoing learning and development
- team and leadership skills to generate, promote and sustain innovation in an organisational or community setting
- technology skills to use computers for document production and research of innovative practices and theories

Required knowledge

- current and past theories and thinking about innovation and creativity
- leadership styles including the way that different approaches impact on innovation in organisations, and specific approaches that foster innovation
- legislative framework that affects business operations in a given context, including particular legislation with a direct impact on innovation, for example concerning copyright, trademarks, intellectual property, occupational health and safety (OHS)
- management techniques and tools for the encouragement of creative thinking and for turning good ideas and creative thinking into innovation
- organisational and industry context for innovation including overarching mission, objectives and strategies
- relationship between theory and thinking on innovation and creativity, and applied practice
- risk assessment and management strategies in the context of innovation
- social, political, economic and technological developments that determine the broad context for innovation in the relevant workplace context
- theories, processes and practice of organisational transformation and the management of the stages of change
- typical strategic challenges and barriers to innovation within organisations and ways of overcoming these challenges and barriers

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> comprehensive understanding and application of key concepts, current theories and processes for promoting innovative thinking and practices in an organisational context critical examination of trends in thinking and emerging practices as they relate to an organisation's current thinking and practices knowledge of social, political, economic and technological developments that determine the broad context for innovation in the relevant workplace context.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> assessment over a sufficient timeframe to allow holistic assessment of the candidate's capacity to lead and sustain innovative thinking and practice opportunities for interaction with others to reflect the collaborative nature of the innovation process access to current organisational documentation and support materials.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate evaluation of reports prepared by the candidate to propose strategies and techniques for building innovative thinking and practice within a given organisational context oral or written questioning to assess knowledge of innovation theory and practice, context for innovation, and factors that affect innovation in a particular organisation.

EVIDENCE GUIDE

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- BSBINN601B Manage organisational change
- BSBLED701A Lead personal and strategic transformation
- BSBLED702A Lead learning strategy implementation
- PSPMNGT614A Facilitate knowledge management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Range of techniques and tools for creative thinking may include:

- brainstorming
- concept maps
- creative thinking matrix
- DeBono tools (e.g. six hats)
- foresight tools
- Kirton Adaptation Innovation Inventory
- mindmapping (Buzan)
- nominal group technique
- scenario analysis.

Overall context may include the environment relating to:

- culture
- electronic and non-physical context
- global
- local or regional
- national
- work group or community.

Conditions for innovation may span causal factors and issues relating to:

- ability to gain and respond to customer feedback
- available resources (in all their forms)
- business systems
- changes to workflow and processes
- competency, capability and skills of the workforce
- culture and values
- economic change
- emerging technologies
- executive support for innovation
- external
- globalisation
- government regulations, policy or funding initiatives
- internal
- labour market and industry changes and restructures

RANGE STATEMENT	
	<ul style="list-style-type: none"> • learning culture • management practices • new business models • new markets • organisational sociocultural circumstances and issues (for example, within Indigenous organisations) • research and development focus and support • shift to knowledge economy or new economy • structure and design of work in the organisation • technology change and convergence • vision, core purpose and capabilities.
Drivers are factors or changes that impel innovative practice and may include:	<ul style="list-style-type: none"> • customer expectations • globalisation • market shifts • new legislation (such as compliance) • policies (such as environmental protection) • price and profitability • technology change.
Enablers are factors that help innovation overcome barriers and may include:	<ul style="list-style-type: none"> • breakthroughs • collaboration • culture • development • intellectual property • inventions • management support • profitability • research • resources • responsiveness • skilled workforce • technology.
Leadership style will usually be differentiated by five classical approaches:	<ul style="list-style-type: none"> • autocratic (non-participative) • charismatic flexibility • democratic (participative) • laissez faire (free reign) • paternalistic.
Risks may include:	<ul style="list-style-type: none"> • damage to property/equipment • environmental

RANGE STATEMENT	
	<ul style="list-style-type: none"> • market changes • OHS (including disease) • product failure • professional incompetence • resource deficiencies • systems and process failures.
<p><i>Mechanisms at system and process level</i> may be physical or electronic and relate to:</p>	<ul style="list-style-type: none"> • customer management • human resources • information technology • learning • market • OHS • operations • planning (strategic and corporate) • quality • research and development • risk • resource management • supply chain management • structural and performance hierarchies (strata).

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Creativity and Innovation - Innovation
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Co-requisite units

Co-requisite units	

Co-requisite units		

BSBITU101A Operate a personal computer

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals developing basic skills and knowledge of personal computer operation in preparation for working in a broad range of settings.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Start computer, system information and features	1.1. Adjust workspace, furniture and equipment to suit user <i>ergonomic requirements</i> 1.2. Ensure <i>work organisation</i> meets organisational and <i>occupational health and safety (OHS) requirements</i> for computer operation 1.3. Start computer or log on according to user procedures 1.4. Identify basic functions and features using system information 1.5. Customise desktop configuration, if necessary, with assistance from appropriate persons 1.6. Use help functions as required
2. Navigate and manipulate desktop environment	2.1. Open, close and access features by selecting correct <i>desktop icons</i> 2.2. Open, resize and close desktop windows by using correct window functions and roles 2.3. Create shortcuts from the desktop, if necessary, with assistance from appropriate persons
3. Organise files using basic directory and folder structures	3.1. Create folders/subfolders with suitable names 3.2. Save files with suitable names in appropriate folders 3.3. Rename and move folders/subfolders and files as required 3.4. Identify folder/subfolder and <i>file attributes</i> 3.5. Move folders/subfolders and files using cut and paste, and drag and drop techniques 3.6. Save folders/subfolders and files to <i>appropriate media</i> where necessary 3.7. Search for folders/subfolders and files using appropriate software tools 3.8. Restore deleted folder/subfolders and files as necessary
4. Print information	4.1. Print information from installed printer 4.2. View progress of print jobs and delete as required 4.3. Change default printer if installed and required
5. Shut down computer	5.1. Close all open applications 5.2. Shut-down computer according to user procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to identify work requirements, to comprehend basic workplace documents, to interpret basic user manuals and to proofread simple documents
- communication skills to identify lines of communication, to request advice, to effectively question, to follow instructions and to receive feedback
- problem-solving skills to solve routine problems in the workplace, while under direct supervision
- technology skills to use equipment safely while under direction, basic keyboard and mouse skills and procedures relating to logging on and accessing a computer
- basic typing techniques and strategies.

Required knowledge

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - OHS
- basic ergonomics of computer use
- main types and parts of computers, and basic features of different operating systems
- suitable file naming conventions.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • navigation and manipulation of the desktop environment within the range of assigned workplace tasks • knowledge of organisational requirements for simple documents and filing conventions • application of simple keyboard functions to produce documents with a degree of speed and accuracy relevant to the level of responsibility required.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • examples of workplace documentation.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • demonstration of techniques • oral or written questioning to assess knowledge of computer operations and functions • review of shortcuts created • review of folders/subfolders created.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • BSBITU102A Develop keyboard skills • other general administration units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Ergonomic requirements</i> may include:	<ul style="list-style-type: none"> • avoiding radiation from computer screens • chair height, seat and back adjustment • document holder • footrest • keyboard and mouse position • lighting • noise minimisation • posture • screen position • workstation height and layout
<i>Work organisation</i> may include:	<ul style="list-style-type: none"> • exercise breaks • mix of repetitive and other activities • rest periods • visual display unit (VDU) eye testing
<i>Occupational health and safety requirements</i> may include:	<ul style="list-style-type: none"> • OHS guidelines related to the use of the screen equipment, computing equipment and peripherals, ergonomic work stations, security procedures, customisation requirements • statutory requirements
<i>Desktop icons</i> include:	<ul style="list-style-type: none"> • directories/folders • files • network devices • recycle bin and waste basket
<i>File attributes</i> include:	<ul style="list-style-type: none"> • dates • size
<i>Appropriate media</i> may include:	<ul style="list-style-type: none"> • CDs • diskettes • local hard drive • other locations on a network • USB/ Flash/Thumb drives • zip disks

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Information and Communications Technology - IT Use
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Co-requisite units

Co-requisite units		

BSBLED401A Develop teams and individuals

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine development needs	<p>1.1. Systematically identify and implement <i>learning and development needs</i> in line with <i>organisational requirements</i></p> <p>1.2. Ensure that a learning plan to meet individual and group training and development needs is collaboratively developed, agreed to and implemented</p> <p>1.3. Encourage individuals to self-evaluate performance and identify areas for improvement</p> <p>1.4. Collect <i>feedback on performance</i> of team members from relevant sources and compare with established team learning needs</p>
2. Develop individuals and teams	<p>2.1. Identify learning and development program goals and objectives, ensuring a match to the specific knowledge and skill requirements of competency standards relevant to the industry</p> <p>2.2. Ensure that <i>learning delivery methods</i> are appropriate to the learning goals, the learning style of participants, and availability of <i>equipment and resources</i></p> <p>2.3. Provide workplace learning opportunities, and <i>coaching and mentoring assistance</i> to facilitate individual and team achievement of competencies</p> <p>2.4. Create development opportunities that incorporates a range of activities and support materials appropriate to the achievement of identified competencies</p> <p>2.5. Identify and approve resources and time lines required for learning activities in accordance with organisational requirements</p>
3. Monitor and evaluate workplace learning	<p>3.1. Use feedback from individuals or teams to identify and implement improvements in future learning arrangements</p> <p>3.2. Assess and record outcomes and performance of individuals/teams to determine the effectiveness of development programs and the extent of additional development support</p> <p>3.3. Negotiate modifications to learning plans to improve the efficiency and effectiveness of learning</p> <p>3.4. Document and maintain records and reports of competency according to organisational requirements</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to receive and report on feedback, to maintain effective relationships and to manage conflict
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- leadership skills to gain trust and confidence of clients and colleagues
- literacy skills to read, write and understand a variety of texts; and to edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information
- negotiation skills to achieve mutually acceptable outcomes
- technology skills to support effective communication and presentation.

Required knowledge

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - occupational health and safety (OHS)
- facilitation techniques to encourage team development and improvement
- organisational policies, plans and procedures
- career paths and competency standards relevant to the industry.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • identifying and implementing learning opportunities for others • giving and receiving feedback from team members to encourage participation in and effectiveness of team • creating learning plans to match skill needs • knowledge of relevant legislation.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual workplace or simulated environment • access to office equipment and resources • examples of learning and development plans, policies and procedures • examples of documents relating to diversity policies and procedures.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • analysis of responses to case studies and scenarios • oral or written questioning to assess knowledge of career paths and competency standards relevant to the industry • review of records and reports of competency.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • management units • other learning and development units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Learning and development needs</i> may include:</p>	<ul style="list-style-type: none"> • career planning/development • coaching, mentoring and/or supervision • formal/informal learning programs • internal/external training provision • performance appraisals • personal study • recognition of current competence/skills recognition • work experience/exchange/opportunities • workplace skills assessment
<p><i>Organisational requirements</i> may include:</p>	<ul style="list-style-type: none"> • access and equity principles and practices • anti-discrimination and related policy • business and performance plans • confidentiality and security requirements • defined resource parameters • ethical standards • goals, objectives, plans, systems and processes • legal and organisational policies, guidelines and requirements • OHS policies, procedures and programs • quality and continuous improvement processes and standards • quality assurance and/or procedures manuals
<p><i>Feedback on performance</i> may include:</p>	<ul style="list-style-type: none"> • formal/informal performance appraisals • obtaining feedback from clients • obtaining feedback from supervisors and colleagues • personal, reflective behaviour strategies • routine organisational methods for monitoring service delivery
<p><i>Learning delivery methods</i> may include:</p>	<ul style="list-style-type: none"> • conference and seminar attendance • formal course participation • induction

RANGE STATEMENT	
	<ul style="list-style-type: none"> • involvement in professional networks • on-the-job coaching or mentoring • presentations/demonstrations • problem-solving • work experience
<i>Equipment and resources</i> may include:	<ul style="list-style-type: none"> • facilities • funding • guest speakers • technological tools and equipment • time • training equipment such as whiteboards and audio-visual equipment
<i>Coaching and mentoring assistance</i> may include:	<ul style="list-style-type: none"> • fair and ethical practice • non-discriminatory processes and activities • presenting and promoting a positive image of the collective group • problem-solving • providing encouragement • providing feedback to another team member • respecting the contribution of all participants and giving credit for achievements

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Workforce Development - Learning and Development
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Co-requisite units

Co-requisite units		

BSBMGT402A Implement operational plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Frontline managers are actively engaged in planning activities to achieve the measurable, stated objectives of the team and the organisation. This key role is carried out to provide safe, efficient and effective products and services to customer satisfaction within the organisation's productivity and profitability plans.</p> <p>At this level, work will normally be carried out within routine and non routine methods and procedures, which require planning, evaluation, leadership and guidance of others.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement operational plan	<p>1.1. Collate, analyse and organise details of resource requirements in consultation with relevant personnel, colleagues and specialist resource managers</p> <p>1.2. Implement operational plans to contribute to the achievement of organisation's performance/business plan</p> <p>1.3. Identify and use key performance indicators (KPIs) to monitor operational performance</p> <p>1.4. Undertake contingency planning and consultation processes</p> <p>1.5. Provide assistance in the development and presentation of proposals for resource requirements in line with operational planning processes</p>
2. Implement resource acquisition	<p>2.1. Recruit and induct employees within organisation's policies, practices and procedures</p> <p>2.2. Implement plans for acquisition of physical resources and services within organisation's policies, practices and procedures and in consultation with relevant personnel</p>
3. Monitor operational performance	<p>3.1. Monitor performance systems and processes to assess progress in achieving profit/productivity plans and targets</p> <p>3.2. Analyse and use budget and actual financial information to monitor profit/productivity performance</p> <p>3.3. Identify unsatisfactory performance and take prompt action to rectify the situation according to organisational policies</p> <p>3.4. Provide mentoring, coaching and supervision to support individuals and teams to use resources effectively, economically and safely</p> <p>3.5. Present recommendations for variation to operational plans to the designated persons/groups and gain approval</p> <p>3.6. Implement systems, procedures and records associated with performance in accordance with organisation's requirements</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- coaching and mentoring skills to provide support to colleagues
- literacy skills to access and use workplace information, and to prepare reports
- planning and organising skills to monitor performance and to sequence work of self and others to achieve planned outcomes.

Required knowledge

- principles and techniques associated with:
 - contingency planning
 - methods for monitoring and reporting on performance
 - monitoring and implementing operations and procedures
 - problem identification and methods of resolution
 - relevant budgeting and financial analysis, interpretation and reporting requirements
 - resource management systems at the tactical implementation level
 - resource planning and acquisition
 - tactical risk analysis including identification and reporting requirements.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> ability to monitor and adjust operational performance, produce short-term plans for the department or section, plan and acquire resources, and provide reports on performance as required knowledge of principles and techniques associated with monitoring and implementing operations and procedures.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate review of documentation outlining contingency planning and consultation processes undertaken demonstration of techniques in managing performance evaluation of mentoring, coaching and supervision provided to support individuals and teams to use resources effectively, economically and safely.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> other units from the Certificate IV in Frontline Management.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Resource requirements</i> may refer to:</p>	<ul style="list-style-type: none"> • goods and services to be purchased and ordered • human, physical and financial resources - both current and projected • stock requirements and requisitions
<p><i>Relevant personnel, colleagues and specialist resource managers</i> may include:</p>	<ul style="list-style-type: none"> • colleagues and specialist resource managers • managers • occupational health and safety committees and other people with specialist responsibilities • other employees • people from a wide range of social, cultural and ethnic backgrounds, and people with a range of physical and mental abilities • supervisors
<p><i>Operational plans</i> may refer to:</p>	<ul style="list-style-type: none"> • organisational plans • tactical plans developed by the department or section to detail product and service performance
<p><i>Key performance indicators</i> may refer to:</p>	<ul style="list-style-type: none"> • measures for monitoring or evaluating the efficiency or effectiveness of a system, and which may be used to demonstrate accountability and to identify areas for improvements
<p><i>Contingency planning</i> may refer to:</p>	<ul style="list-style-type: none"> • contracting out or outsourcing human resources and other functions or tasks • diversification of outcomes • finding cheaper or lower quality raw materials and consumables • increasing sales or production • recycling and re-use • rental, hire purchase or alternative means of procurement of required materials, equipment and stock • restructuring of organisation to reduce labour

RANGE STATEMENT	
	<ul style="list-style-type: none"> costs • risk identification, assessment and management processes • seeking further funding • strategies for reducing costs, wastage, stock or consumables • succession planning
<i>Consultation processes</i> may refer to:	<ul style="list-style-type: none"> • mechanisms used to provide feedback to the work team in relation to outcomes of consultation • meetings, interviews, brainstorming sessions, email/intranet communications, newsletters or other processes and devices which ensure that all employees have the opportunity to contribute to team and individual operational plans
<i>Organisation's policies, practices and procedures</i> may include:	<ul style="list-style-type: none"> • organisational culture • Standard Operating Procedures • organisational guidelines which govern and prescribe operational functions, such as the acquisition and management of human and physical resources • undocumented practices in line with organisational operations
<i>Performance systems and processes</i> may refer to:	<ul style="list-style-type: none"> • informal systems used by frontline managers for the work team in the place of existing organisation-wide systems • formal processes within the organisation to measure performance, such as: <ul style="list-style-type: none"> • feedback arrangements • individual and teamwork plans • KPIs • specified work outcomes
<i>Designated persons/groups</i> may include:	<ul style="list-style-type: none"> • other affected work groups or teams and groups designated in workplace policies and procedures • those who have the authority to make decisions and/or recommendations about operations such as workplace supervisors, other managers
<i>Systems, procedures and records</i>	<ul style="list-style-type: none"> • databases and other recording mechanisms for ensuring records are kept in accordance with

RANGE STATEMENT	
may include:	organisational requirements <ul style="list-style-type: none"> • individual and team performance plans • organisational policies and procedures relative to performance

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

BSBMGT403A Implement continuous improvement

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Frontline managers have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position, closely associated with the creation and delivery of products and services, means that they have an important role in influencing the ongoing development of the organisation.</p> <p>At this level, work will normally be carried out within routine and non routine methods and procedures, which require planning and evaluation, and leadership and guidance of others.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Implement continuous improvement systems and processes	1.1. Implement <i>systems</i> to ensure that individuals and teams are actively encouraged and supported to <i>participate in decision making processes</i> , assume responsibility and exercise initiative 1.2. Communicate the organisation's <i>continuous improvement processes</i> to individuals and teams, and obtain feedback 1.3. Ensure effective <i>mentoring and coaching</i> allows individuals and teams to implement the organisation's continuous improvement processes
2. Monitor and review performance	2.1. Use the organisation's systems and <i>technology</i> to monitor and review progress and to identify ways in which planning and operations could be improved 2.2. Improve <i>customer service</i> through continuous improvement techniques and processes 2.3. Formulate and communicate recommendations for adjustments to those who have a role in their development and implementation
3. Provide opportunities for further improvement	3.1. Implement <i>processes to ensure that team members are informed of savings and productivity/service improvements</i> in achieving the business plan 3.2. Document work performance to aid the identification of further opportunities for improvement 3.3. Manage records, reports and recommendations for improvement within the organisation's systems and processes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - coach and mentor team members
 - gain the commitment of individuals and teams to continuously improve
- innovation skills to design better ways of performing work.

Required knowledge

- principles and techniques associated with:
 - benchmarking
 - best practice
 - change management
 - continuous improvement systems and processes
 - quality systems.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • taking active steps to implement, monitor and adjust plans, processes and procedures to improve performance • supporting others to implement the continuous improvement system/processes, and to identify and report opportunities for further improvement • knowledge of principles and techniques associated with continuous improvement systems and processes.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • assessment of written reports • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of presentations • oral or written questioning to assess knowledge of principles and techniques associated with change management • review of how the organisation's continuous improvement processes was communicated to individuals and teams • review of documentation of work performance.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • other units from the Certificate IV in Frontline Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Systems</i> may refer to:	<ul style="list-style-type: none"> • forums, meetings • newsletters and reports • organisational policies and procedures • web-based communication devices
<i>Participation in decision making processes</i> may include:	<ul style="list-style-type: none"> • feedback in relation to outcomes of the consultative process • processes which ensures all employees have the opportunity to contribute to organisational issues
<i>Continuous improvement processes</i> may include:	<ul style="list-style-type: none"> • cyclical audits and reviews of workplace, team and individual performance • evaluations and monitoring of effectiveness • implementation of quality systems, such as International Standardization for Organization (ISO) • modifications and improvements to systems, processes, services and products • policies and procedures which allow the organisation to systematically review and improve the quality of its products, services and procedures • seeking and considering feedback from a range of stakeholders
<i>Mentoring and coaching</i> may refer to:	<ul style="list-style-type: none"> • providing assistance with problem-solving • providing feedback, support and encouragement • teaching another member of the team, usually focusing on a specific work task or skill
<i>Technology</i> may include:	<ul style="list-style-type: none"> • computerised systems and software such as databases, project management and word processing • telecommunications devices • any other technology used to carry out work roles and responsibilities

RANGE STATEMENT	
<i>Customer service</i> may be:	<ul style="list-style-type: none"> • internal or external • to existing, new or potential clients
<i>Processes to ensure that team members are informed of savings and productivity/service improvements</i> may refer to:	<ul style="list-style-type: none"> • email/intranet, newsletters or other communication devices • newsletters and bulletins • staff reward mechanisms • team meetings

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

BSBMGT605B Provide leadership across the organisation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to senior managers who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission. Business ethics are also addressed in this unit.</p> <p>The unit may relate equally to leadership of a small to medium sized organisation or to a business unit or area in a large organisation.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Communicate organisational mission and goals	1.1. Clarify objectives, values and standards in accordance with organisation's strategic direction 1.2. Establish linkages between organisational objectives, values and standards and the responsibilities of relevant groups and individuals 1.3. Ensure media and language used is appropriate to individuals and group circumstances 1.4. State clear expectations of internal groups and individuals and explain in a manner which builds commitment to the organisation 1.5. Address <i>expectations of the organisation</i> 1.6. Investigate <i>incidents</i> promptly and communicate results clearly to relevant groups and individuals
2. Influence groups and individuals	2.1. Build trust, confidence and respect of diverse groups and individuals, through positive role modelling, and effective communication and consultation 2.2. Embrace, resource and effectively implement improvements to organisational and workplace culture 2.3. Demonstrate understanding of the global environment and new technology in work activities 2.4. Ensure actions convey flexibility and adaptability to change and accessibility 2.5. Ensure consultation and participation in decision making occurs with relevant groups and individuals where appropriate 2.6. Ensure decision making takes into account needs and expectations of both internal and external groups 2.7. Ensure decision making occurs in accordance with <i>risk management</i> plans for all options, and within appropriate timeframes 2.8. Ensure that the organisation is represented positively in the media and community
3. Build and support teams	3.1. Assign <i>accountabilities and responsibilities</i> to teams consistent with their competencies and operational plans 3.2. Ensure teams are resourced to allow them to achieve their objectives

ELEMENT	PERFORMANCE CRITERIA
	<p>3.3. Empower teams and individuals through effective delegation and support for their initiatives</p> <p>3.4. Create and maintain <i>a positive work environment</i></p> <p>3.5. Encourage teams and individuals to develop innovative approaches to the performance of work</p>
4. Demonstrate personal and professional competence	<p>4.1. Model ethical conduct in all areas of work and encourage others to adopt business ethics</p> <p>4.2. Adapt appropriate interpersonal and leadership styles to meet particular circumstances and situations</p> <p>4.3. Set and achieve personal objectives and work program outcomes</p> <p>4.4. Ensure self performance and professional competence is continuously improved through engagement in a range of professional development activities</p> <p>4.5. Participate regularly in industry/professional networks and groups</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- interpersonal skills to communicate and inspire trust and confidence of others and to ensure their cooperation and support
- networking skills to ensure support from key groups and individuals for concepts/ideas/products/services
- risk management skills to analyse, identify and develop mitigation strategies for identified risks.

Required knowledge

- business ethics and their application
- leadership styles and their application
- legislation, codes and by-laws relevant to the organisation's operations
- organisation mission, purpose and values
- organisation objectives, plans and strategies
- organisational change processes.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • input from a wide range of sources providing evidence in respect to a broad range of activities and application of business ethics • demonstration of personal competence that links to the organisation's requirements for managers • effective communication skills and an ability to win commitment to the organisation and its activities • knowledge of leadership styles and their application • knowledge of legislation, codes and by-laws relevant to the organisation's operations.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of demonstrated leadership techniques • observation of presentations • review of media and language used when communicating with individuals and groups • evaluation of accountabilities and responsibilities assigned to teams • review of documentation outlining personal objectives and work program outcomes • review of professional development activities undertaken to improve self performance and professional competence.
Guidance information for	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended,

EVIDENCE GUIDE**assessment**

for example:

- other units from the Advanced Diploma of Management.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Expectations of the organisation</i> include:</p>	<ul style="list-style-type: none"> • environmental management • occupational health and safety • product safety • service • values and ethics • other relevant factors
<p><i>Incidents</i> may include:</p>	<ul style="list-style-type: none"> • emergency response • environmental event (emissions, noise, etc.) • product failure • workplace accident
<p><i>Risk management</i> means:</p>	<ul style="list-style-type: none"> • process of identification of potential negative events and the development of plans to mitigate or minimise the likelihood of the negative event occurring and/or the consequences in the event it does occur
<p><i>Accountabilities and responsibilities</i> means:</p>	<ul style="list-style-type: none"> • clarification of who is to be accountable for a decision or action prior to its execution, and identification of groups, individuals and activities for which a person is responsible for managing
<p><i>Positive work environment</i> means:</p>	<ul style="list-style-type: none"> • environment where employees identify with the organisation and its purpose and where communication is free-flowing, decisions are transparent and conflict is positive and constructive

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

BSBMGT617A Develop and implement a business plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. As such, they may oversee the work of a number of teams and other managers.</p> <p>Business plans are critical tools for business growth and development. They will vary depending on the needs of the organisation. This unit covers the typical elements of a business plan and the standard approaches to be used in implementing a business plan.</p> <p>The business plan should be supported by a strategic plan, and may also be supported by a marketing plan and cash flow forecasts.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop business plan	1.1. Review and evaluate pre-existing <i>strategic, business and operational plan</i> , if available 1.2. Analyse and interpret business vision, mission, values and objectives 1.3. Consult with <i>key stakeholders</i> 1.4. Review market requirements for the product or service, profile customer needs and research pricing options 1.5. Develop <i>performance objectives and measures</i> through consultation with key stakeholders 1.6. Identify financial, human and physical resource requirements for the business 1.7. Consider any permits or licences that may be required for new activity 1.8. Write <i>business plan</i>
2. Monitor performance	2.1. Communicate business plan to all relevant parties and ensure understanding of performance requirements and timeframes 2.2. Ensure skilled labour is available to implement plan 2.3. Test performance measurement systems and refine, if necessary 2.4. Ensure timely reports on all key aspects of the business are available, user-friendly and balanced in terms of financial and non-financial performance 2.5. Report system failures, product failures and variances to the business plan as they occur
3. Respond to performance data	3.1. Analyse performance reports against planned objectives 3.2. Review performance indicators and refine if necessary 3.3. Ensure groups and individuals contributing to under-performance are <i>coached</i> , and provide training where appropriate 3.4. Review system processes and work methods regularly as part of continuous improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analytical and research skills to review the market, to research competitors and to review pricing structures
- coaching and communication skills to remediate any under-performance in the work group or individuals
- planning and organising skills to sequence activities and to develop a logical structure.

Required knowledge

- performance measurement approaches and benchmarking
- options for developing business plans.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> analysis of the strengths and weaknesses of a range of business plans implementation of a business plan including evaluation of performance against documented indicators in key results areas knowledge of performance measurement approaches and benchmarking.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> assessment of written reports/examples of business plans and their outcomes direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate oral or written questioning to assess knowledge of options for developing business plans review of development of performance objectives and measures review of how business plan was communicated to all relevant parties.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> other units from the Advanced Diploma of Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Strategic, business and operational plan</i> may include:</p>	<ul style="list-style-type: none"> • previously formulated: <ul style="list-style-type: none"> • action plan • business goals • competitor analysis • financing arrangements or financial targets • management arrangements and/or personnel requirements • marketing approaches • product or service research or analysis
<p><i>Key stakeholders</i> may include:</p>	<ul style="list-style-type: none"> • business partners or financiers • customers • shareholders • staff • technical experts or advisers
<p><i>Performance objectives and measures</i> may relate to:</p>	<ul style="list-style-type: none"> • efficiency measures • input measures such as staff time or dollars allocated • outcomes measures • qualitative indicators such as feedback from customers, effect on the wider market or competitors, staff reports • quantitative indicators, such as numbers produced and sold, turnover, customer satisfaction ranking, lower staff turnover
<p><i>Business plan</i> includes:</p>	<ul style="list-style-type: none"> • description of the business • business products and services • marketing activity • financial indicators • productivity and performance targets for key result areas such as: <ul style="list-style-type: none"> • community awareness or branding • environmental impact

RANGE STATEMENT	
	<ul style="list-style-type: none"> • governance or management • quality • sales • triple bottom line • workforce
<i>Coaching</i> refers to:	<ul style="list-style-type: none"> • informal on-the-job and off-the-job advice and training to improve performance

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

BSBMKG414A Undertake marketing activities

Modification History

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.

This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Employability Skills Information

This unit contains employability skills.

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan marketing activities	1.1 Identify need for marketing activities
	1.2 Investigate previous marketing activities for relevant information
	1.3 Identify and analyse relevant policies and procedures
	1.4 Identify outcomes expected from marketing activities
	1.5 Undertake analysis of collected basic marketing information
	1.6 Develop and document work activity plans for marketing activities
	1.7 Obtain approval of plans from relevant enterprise personnel
2 Implement and manage marketing activities	2.1 Determine and access resources required for work activities
	2.2 Undertake marketing activities
	2.3 Assign responsibilities and functions to relevant personnel performing specific marketing functions
	2.4 Monitor marketing activities, reviewing and

amending activity plans as required

- 3 Review marketing activities
 - 3.1 Measure and document outcomes of marketing activities
 - 3.2 Review marketing activities against expected outcomes and document identified improvements
 - 3.3 Prepare reports of marketing activities and communicate to relevant enterprise personnel

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

literacy skills to read a variety of texts, to prepare general information and papers, and to write formal and informal letters according to target audience

planning skills to develop implementation schedules

problem-solving skills to address issues which may affect plans and their implementation.

Required knowledge

key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:

anti-discrimination legislation

ethical principles

codes of practice

privacy laws

environmental issues

occupational health and safety

organisational policies and procedures

specific product knowledge related to goods and services being marketed.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

planning and implementing marketing activities

reviewing the effectiveness of the marketing plan

documenting the activities and processes worked with

knowledge of relevant legislation.

Context of and specific resources for assessment

Assessment must ensure:

access to an actual workplace or simulated environment

access to office equipment and resources

examples of goods/services to be marketed

examples of marketing plans.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate

review of work activity plans for marketing activities

analysis of responses to case studies and scenarios

demonstration of techniques

observation of presentations

oral or written questioning to assess knowledge of marketing techniques and strategies

analysis of documentation outlining the outcomes of marketing activities

review of marketing activities reports.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

other marketing, advertising or public relations units.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Need may be determined by:	analysis of sales figures and other performance data analysis of client information direction from relevant enterprise personnel development of new products and services
Marketing activities may include:	attendance at trade shows, conferences and other events basic advertising development and distribution of general promotional and informational materials development and distribution of samples, case studies, testimonials and other evidence of enterprise activity development of displays and signs development of media releases, articles and media background information information sessions for clients, suppliers and stakeholders online information telephone promotions
Outcomes may include:	projections for potential client inquiries projections for detailed potential client follow-up projections for sales and service levels
Analysis may include:	market definition, statistics and basic research basic market segmentation target audience profiles
Work activity plans may include:	human resource plans plans for other required resources

financial plans
time plans
detailed implementation plans (covering the
how/what/when of activities)
activity monitoring and evaluation plans

Relevant enterprise personnel might
include:

coordinators
owners
managers
section leaders
supervisors
team leaders

Resources may include:

human resources
finance
resource contributions from suppliers and/or
partners

**Relevant personnel performing specific
marketing functions** may include:

administrators
copywriters
desktop publishers
external consultants
graphic artists and designers
marketing specialists
printers, sign writers and other tradespeople

Unit Sector(s)

empty
empt

Competency field

Business Development - Marketing
Business Development - Marketing

BSBMKG502B Establish and adjust the marketing mix

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to determine the optimum marketing mix for a business through analysis of inter related marketing components.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals in marketing management roles responsible for developing the marketing and promotional mix within an organisation. They may also adjust the marketing mix when new marketing opportunities have been identified.</p> <p>The skills and knowledge required to evaluate and identify new market opportunities are covered in BSBMKG501B Identify and evaluate marketing opportunities.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Evaluate each component of the marketing mix	1.1. Identify key <i>characteristics of products or services</i> and estimate their significance to the market 1.2. Review pricing policy and analyse <i>pricing variables</i> to determine their effect on demand 1.3. Analyse <i>promotional methods</i> to determine their importance to <i>marketing</i> outcomes 1.4. Review <i>channels of distribution</i> and estimate their significance in relation to marketing outcomes 1.5. Identify and analyse <i>level of customer service</i> provision to determine its significance to marketing outcomes 1.6. Identify potential customer base and key pressure points for success 1.7. Analyse and test the effect of the components of <i>marketing mix</i> on each other, and establish their relative importance to customer base
2. Determine marketing mix for specific markets	2.1. Identify and assess environmental factors for their impact on marketing mix 2.2. Identify <i>consumer priorities, needs and preferences</i> that affect marketing mix 2.3. Consider product, pricing, promotional, distribution and service variations, and evaluate these against marketing objectives, target market characteristics and desired positioning 2.4. Select marketing mix that best satisfies target market and meets marketing objectives 2.5. Ensure marketing mix decision meets organisational, strategic and operational marketing objectives
3. Monitor and adjust marketing mix	3.1. Monitor marketing mix against marketing performance and isolate components for testing 3.2. Evaluate implications of altering one or more components of marketing mix in relation to market factors and consumer response 3.3. Adjust components of marketing mix in response to test results and evaluation of market response 3.4. Ensure adjusted marketing mix meets budgetary requirements 3.5. Ensure adjusted marketing mix continues to meet organisational, strategic and operational marketing objectives, and desired positioning

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- literacy skills to identify market information, to write in a range of styles for different audiences and to interpret requirements
- numeracy skills to interpret testing results and to manage marketing budgets
- organisational and time management skills to design and adjust a marketing mix.

Required knowledge

- key provisions of relevant legislation from all forms of government that may affect aspects business operations, codes of practice and national standards such as:
 - anti-discrimination legislation and principles of equal opportunity, equity and diversity
 - ethical principles
 - marketing codes of practice and conduct such as the Australian Direct Marketing Association (ADMA) Direct Marketing Code of Practice; Free TV Australia Commercial Television Industry Code of Practice
 - privacy laws
 - Trade Practices Act
- organisational policies, procedures, products and services
- principles and concepts of marketing such as consumer or buyer behaviour and elements of marketing mix
- statistical techniques.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • developing a report containing a description of activities undertaken to establish a marketing mix in an organisation, including information on each element of the marketing mix, such as: <ul style="list-style-type: none"> • levels of customer service to be provided • how a product or service will be distributed • how a product or service will be priced • whether additional products or services will be offered • how the product or service will be promoted • reporting on at least one review of the success of marketing mix activities developed including coverage of any necessary adjustments made.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • access to an actual or simulated workplace • access to office equipment and resources • access to organisational and marketing strategic plans.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • assessment of written reports on the marketing mix • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • observation of presentations on the marketing mix or changes made to the marketing mix • oral or written questioning to assess knowledge and understanding • review of authenticated documents from the workplace or training environment

EVIDENCE GUIDE	
	<ul style="list-style-type: none">• review of testimony from team members, colleagues, supervisors or managers.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none">• BSBMKG501B Identify and evaluate marketing opportunities• other marketing units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Characteristics of products or services may include:

- brand
- brand loyalty
- compatibility with other products, services or equipment
- degree of customisation
- design
- durability
- ease of maintenance
- features
- flexibility
- functional performance
- innovativeness
- occupational health and safety issues
- packaging
- pollution hazard reduction
- quality
- range of size, colour or other factors
- reduction of risks to health and safety, such as noise
- robustness
- styling
- technical features
- upgrading
- volumes available

Pricing variables may include:

- cost of ownership
- credit terms
- discount percentages
- discount structure
- financial deals
- leasing arrangements
- price point chosen
- psychological elements
- residual value

RANGE STATEMENT	
	<ul style="list-style-type: none"> • sales • special offers • stage payments
<i>Promotional methods</i> may include:	<ul style="list-style-type: none"> • impersonal promotion such as: <ul style="list-style-type: none"> • advertising • sales promotion • personal promotion such as: <ul style="list-style-type: none"> • direct marketing • face-to-face selling • personal selling • segmentation
<i>Marketing</i> may include:	<ul style="list-style-type: none"> • business-to-business marketing • direct marketing • ideas marketing • marketing of goods • public sector marketing • services marketing • telemarketing
<i>Channels of distribution</i> may include:	<ul style="list-style-type: none"> • dealers • delivery service • distributors • e-business • franchisees • internet • mail order • podcasts • re-seller • retail • self-service • telesales • wholesale
<i>Level of customer service</i> may include:	<ul style="list-style-type: none"> • after sales service • call centre support • electronic client service • no customer service • one-on-one personal service • sales assistance for problems or queries only
<i>Marketing mix</i> may include:	<ul style="list-style-type: none"> • customer service variables • distribution variables

RANGE STATEMENT	
	<ul style="list-style-type: none"> • pricing variables • product or service variables • promotional variables
<i>Customer priorities, needs and preferences</i> may include:	<ul style="list-style-type: none"> • required or preferred products/services • preferred price point • preferred purchase volume in units and in dollars • preferred method of payment • preferred time and place for responding • preferred time and place to take delivery • preferred medium to respond to direct response offers such as: <ul style="list-style-type: none"> • in person • mail • phone • website

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Business Development - Marketing
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Co-requisite units

Co-requisite units	

BSBRES801A Initiate and lead applied research

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context.</p> <p>The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to leaders or managers using applied research to ensure learning can enhance individual, team and organisational performance.</p> <p>The intended purpose and approach to applied research may vary across a range of contexts and organisations. In this unit, the focus is on applied research to attain improved organisational outcomes. It involves leading a range research activities and techniques that, in combination, can provide quality information to enhance learning related activities and the development of capabilities.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Construct an applied research strategy	1.1. Clarify and confirm <i>applied research purpose</i> and needs of the <i>target group</i> 1.2. Determine policies and procedures in relation to conducting applied research 1.3. Establish mechanisms for collecting and maintaining data in a systematic manner 1.4. Analyse <i>factors affecting the reliability and validity of data</i> 1.5. Review relevant research ethics and codes of conduct 1.6. Prepare <i>applied research strategy</i> and <i>hypothesis</i> 1.7. Frame a research strategy in consideration of available <i>tools</i> and <i>resources</i>
2. Use a range of applied research techniques	2.1. Review and evaluate a range of <i>applied research methods, theories</i> and <i>data collection techniques</i> 2.2. Select appropriate methods to gather and analyse data 2.3. Use, as appropriate, <i>suitable technology</i> and technology services to support data collection and analysis 2.4. Access <i>appropriate sources of information</i> and <i>contributors</i> relevant to the research 2.5. Optimise <i>relevance of the research</i> through integrity of the data collected and analysis tools used
3. Analyse and present findings	3.1. Evaluate how research findings such as trends and changes will impact on learning strategy 3.2. Review data and research findings for accuracy of details and adherence to any <i>legal requirements</i> 3.3. Collate and analyse data for relevance against the original applied research strategy 3.4. Document and <i>present research findings</i> in a clear and logical manner consistent with audience needs 3.5. Identify the need for and an appropriate approach to, further research

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and teamwork skills to:
 - analyse and interpret structurally intricate information in the area being researched
 - consult with target groups using a range of communication techniques
 - develop written texts which deal with complex ideas and concepts
 - present research results creatively to meet audience needs
- initiative and enterprise skills to discover and source appropriate information, and to identify future implication of information and data collected
- planning and organising skills to:
 - construct an applied research strategy
 - initiate and design research methodology
 - manage an applied research project
 - frame research strategy in consideration of available resources
- problem-solving skills to:
 - develop and examine the validity of the hypothesis using a range of applied research techniques
 - collect, organise, analyse and present data
 - analyse research
 - check the integrity of data collected
 - conduct trend analyses
- self-management and learning skills to:
 - manage own time and determine priorities
 - review and adhere to relevant ethics and codes of conduct
 - store data to maintain privacy and confidentiality of information
 - conduct research to develop capabilities and learning related activities
- technical skills to:
 - select suitable technology and technical services
 - use a range of software programs
 - use technology and the internet to discover, access, collect and store data, information and research in a systematic manner.

Required knowledge

- communication processes and methods
- data collection methods
- legislation, regulations, policies, procedures and guidelines relating to handling or

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <p>storing data, including privacy and freedom of information</p> <ul style="list-style-type: none">• presentation techniques• reporting methods• research ethics and codes of conduct• research tools and methods• selection of appropriate applied research techniques. |
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Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • formulating a research proposal or plan which includes: <ul style="list-style-type: none"> • specific research questions or hypotheses • valid population or sample size • description of the geographical, cultural, social or institutional context within which the research will be carried out • full description of the data collection methods • analysis of the limitations to research design • designing an applied research project using appropriate tools and techniques • research report with analysis of data, and valid and reliable findings • utility and relevance of the research results • knowledge of applied research techniques.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • research activity relates to an actual workplace or simulated context and topic • competence is consistently demonstrated over time, over a range of applied topics, and using a range of tools and techniques appropriate to the given situations and research topic.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • applied projects or assessment activities relating to conducting applied research • observation of contextual application of skills • oral or written questioning to assess knowledge of

EVIDENCE GUIDE	
	applied research.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • BSBITB701A Implement advanced electronic technologies • BSBLED702A Lead learning strategy implementation • BSBLED703A Implement improved learning practice • BSBLED704A Review enterprise e-learning systems and solutions implementation • BSBLED709A Identify and communicate trends in career development.

Range Statement

RANGE STATEMENT

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<p><i>Applied research purpose</i> may be contained in documents such as:</p>	<ul style="list-style-type: none"> • agreements • research brief • research contracts • research guidelines • research statement
<p><i>Target group</i> may include:</p>	<ul style="list-style-type: none"> • age cohort • career choices • cultural background and needs • diversity • employees • employment status or role • end users • learners/students • learning styles and preferences • level of education achieved • literacy and numeracy skills • location • occupational health and safety • predetermined service user group • skill or competency profile • socioeconomic background
<p><i>Applied research strategy</i> may cover:</p>	<ul style="list-style-type: none"> • analysis of industry specific trends, statistics and issues • collection of data to assist informed decision making, planning or risk management • data and information relating to strategy, policy, practices, or work processes developed and implemented by an organisation • formation of solutions to complex problems • information and analysis needed to develop a campaign, strategic plan, industry or sector plan and strategy, or to bargain effectively with employers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • information and analysis to conduct a strategic or community campaign or activity • relationship or relevance of a theory, principle or practice to an immediate practical problem, issue or to test a proposed solution
<i>Factors affecting reliability and validity</i> may include:	<ul style="list-style-type: none"> • sample size • type or survey used (e.g. comparing types and methods to increase validity) • capacity to generalise findings across the whole population • access appropriate population
<i>Hypothesis</i> is:	<ul style="list-style-type: none"> • conceptual or operational proposition or explanation that will be tested through the conduct of the applied research
<i>Tools</i> may be:	<ul style="list-style-type: none"> • designed for electronic or physical presentation • involve a range of technologies (online or computer-based)
<i>Resources</i> may include:	<ul style="list-style-type: none"> • components required • design specifications • infrastructure • monetary • physical • technical manuals • samples
<i>Applied research methods and theories</i> may cover:	<ul style="list-style-type: none"> • methods such as: <ul style="list-style-type: none"> • action research • case study • classification • experience and intuition • experiments • interviews • map making • mathematical models and simulations • participant observation • physical traces analysis • semiotics • surveys • statistical data analysis • statistical surveys

RANGE STATEMENT	
	<ul style="list-style-type: none"> • ethnographic research • content, textual analysis, theories and techniques, which will vary upon consideration of: <ul style="list-style-type: none"> • application of statistical methods • causal factors and dependant or independent variables • critical analysis • experimental, quasi-experimental, non-experimental • mathematical calculations • problem solving • qualitative or quantitative research • sampling and sample size
<i>Data collection techniques</i> may include:	<ul style="list-style-type: none"> • collaboration with other experts or mentors • desk research • document research • field study • observation • physical items analysis • interviews • questionnaires • surveys
<i>Suitable technology</i> may include:	<ul style="list-style-type: none"> • communication technology and networks • databases and the use of spreadsheets, graphs, trend and time series, and mathematical equations • hardware and software
<i>Appropriate sources of information</i> may include:	<ul style="list-style-type: none"> • archives • community organisations • computer data, including internet • discussions with current industry practitioners • discussions with industry personnel, manufacturers, and technical and sales personnel • government departments • industry associations and organisations • industry journals • libraries (such as text, film, video, sound, graphic)

RANGE STATEMENT	
	<ul style="list-style-type: none"> • media (such as film, television, radio, newspapers, multimedia) • media archives • museums, galleries • organisational policies, procedures and journals • personal observations and experience • professional organisations • reference books • technical publications, manuals
<i>Contributors</i> may include:	<ul style="list-style-type: none"> • individuals and groups both inside and outside the organisation who have some direct interest or expertise in relation to the applied research or who provide data
<i>Relevance of the research</i> may be based on:	<ul style="list-style-type: none"> • available time and resources • feasibility of implementing the recommendations • findings of previous and current research • original research parameters and brief • quality and credibility of the methodology • value of its usefulness • value of the information and data
<i>Legal requirements</i> may include:	<ul style="list-style-type: none"> • agreements with third parties that supply research or data • competency standards • contracts • copyright and privacy laws relating to physical materials and electronic technology • licensing • plagiarism • privacy • relevant commonwealth and state/territory legislation, policy, codes of practice and national standards • security of information
<i>Presenting research findings</i> may include:	<ul style="list-style-type: none"> • circulating publications for comment and critique on the internet • contributing to strategic policy • drafting publications or reports • presentations at seminars and conferences • providing data, plans, specifications and reports resulting in changed work practice/s or

RANGE STATEMENT	
	design/s <ul style="list-style-type: none"> • providing internal reports verbally, in writing or via presentations • publishing papers and articles for expert review and audiences • publishing reports and articles for lay audiences

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Knowledge Management - Research
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Co-requisite units

Co-requisite units		

BSBRKG404A Monitor and maintain records in an online environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit covers the identification and assessment of records for storage and the maintenance and monitoring of electronic business records.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>This unit applies to individuals who are required to demonstrate understanding of a broad knowledge base incorporating some theoretical recordkeeping concepts. The application is in relation to working with electronic records in an existing business or records system that has guidelines and processes to assist in making judgements on the status and classification of records. These judgements should be performed under supervision or in consultation with more senior staff or users of the system.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm requirements for recordkeeping in an online environment	1.1. Identify and confirm <i>system</i> procedures for capturing and managing <i>records</i> 1.2. Identify and verify organisational and <i>risk management</i> requirements for classifying and storing online information 1.3. Identify legal, business, financial, socio-historical, and security requirements for recording online business transactions 1.4. Prepare an organisational checklist in accordance with <i>organisational requirements</i> for use in assessing which electronic information should be captured, for how long and in what format
2. Identify and assess records for storage	2.1. Categorise incoming and outgoing information in terms of key activities and responsible personnel 2.2. Assess information against the organisational checklist and records identified for capture 2.3. Dispose information not to be stored in accordance with organisational procedures 2.4. Determine <i>storage</i> methods and <i>media</i> in accordance with <i>retention requirements</i>
3. Monitor and maintain business records in an online environment	3.1. Classify, sentence and link records with other records in the system in accordance with system rules and organisational procedures 3.2. Assign unique identifiers and register records into the recordkeeping system in accordance with system rules and organisational procedures 3.3. Determine <i>access and security status</i> and disposal requirements of records and records in accordance with organisational procedures 3.4. Store records on required <i>media</i> in accordance with organisational and record retention requirements 3.5. Carry out <i>migration</i> of records from one medium to another in accordance with organisational procedures 3.6. Action and record archiving or <i>disposal</i> of records in accordance with disposal schedule and organisational procedures 3.7. Maintain records in a usable and accessible form in accordance with security conditions and legislative requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to identify organisational requirements for recordkeeping in an online environment
- technology skills to address online access and security issues
- literacy skills to read and interpret record content, functions and problems
- problem-solving and analysis skills to identify requirements of business or records system
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities

Required knowledge

- overview knowledge of key provisions of relevant legislation, regulations, standards and documentation that may affect relevant aspects of business operations, such as;
 - AS ISO 15489:2004 Records Management
 - AS 5044 AGLS Metadata element set
 - AS ISO 23081.1:2006 Information and documentation - Records management processes - Metadata for records - Principles
 - AS 5090:2003 Work process analysis for recordkeeping
 - ASX Principles of Good Corporate Governance
 - ethical principles
 - codes of practice
 - privacy and freedom of information
 - archives and records legislation
 - occupational health and safety
- general principles and processes of records management and records management systems, including, but not limited to ;
 - systems of control
 - records continuum theory
 - mandate and ownership of business process
- online recordkeeping environment including location and nature of transactions

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • monitoring usage of online business or records system • monitoring application of system procedures • managing records as they are created, updated, migrated and disposed of.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • examples of real or simulated records, recordkeeping system and policies. • workplace reference materials such procedural manuals and company policies.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • analysis of responses to case studies and scenarios • demonstration of techniques in a workplace or simulated environment • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • review of authenticated documents from the workplace or training environment • tests of knowledge on general principles and processes of recordkeeping systems.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • general administration units • other knowledge management units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Systems relating to online records may include:

- archival control systems
- business systems
- cash register-based systems
- characteristics relating to:
 - aggregations
 - context
 - entities
 - metadata
- current business or records systems
- ERDMS (Electronic Records and Document Management System)
- informal
- paper-based accumulation and card systems
- PC-based accounting systems, employee and tax records systems
- proprietary recordkeeping package
- storage facilities systems

Records may include:

- digital, such as:
 - remote drives
 - servers
 - CDs
 - DVDs
 - imaging systems
 - PC-based applications
 - mainframe
 - server
- physical, such as:
 - audio-visual or multimedia
 - graphic
 - microform
 - paper-based (acid free or multiple copies)
- a variety of sources, such as:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • already in the custody of the organisation • in the process of being transferred between organisations • different stages of use, e.g.: <ul style="list-style-type: none"> • active • archival
<i>Risk management requirements</i> may include:	<ul style="list-style-type: none"> • backup and recovery procedures • policy and procedures for checking the accuracy and currency of data • remote storage for backup data • secondary storage requirements
<i>Organisational requirements</i> may include:	<ul style="list-style-type: none"> • business • financial • legal • security • socio-historical
<i>Storage</i> may include:	<ul style="list-style-type: none"> • migration of records from one medium to another eg tape to compact disc • off-line • off-site • online • on-site • outsourced
<i>Storage media</i> may include:	<ul style="list-style-type: none"> • audiotape • audiovisual • compact disc • computer tape • diskette • film • hard drive • imaging systems • mainframe • microform • multimedia • paper based • server • video
<i>Retention requirements</i> may include:	<ul style="list-style-type: none"> • long term storage media for information / records • most cost-effective storage media for

RANGE STATEMENT	
	ephemeral or short term records <ul style="list-style-type: none"> remote storage of backup data in case of fire or other incidents
<i>Access and security status</i> may include:	<ul style="list-style-type: none"> confidential high security (restricted) open
<i>Migration of records</i> may include:	<ul style="list-style-type: none"> from about-to-be superseded media eg 5¼" disks from tapes, which may deteriorate over time
<i>Disposal of records</i> may include:	<ul style="list-style-type: none"> destruction of paper based records eg shredding permanent deletion from electronic media

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Knowledge Management - Recordkeeping
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Co-requisite units

Co-requisite units	

BSBWOR402A Promote team effectiveness

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Frontline managers have an important leadership role in the development of efficient and effective work teams. They play a prominent part in team planning, supervising the performance of the team and developing team cohesion. They provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan to achieve team outcomes	1.1. Identify, establish and document team purpose, roles, responsibilities, goals, plans and objectives in consultation with team members 1.2. Support team members in meeting expected outcomes
2. Develop team cohesion	2.1. Provide opportunities for input of team members into planning, decision making and operational aspects of work team 2.2. Encourage and support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3. Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4. Recognise and address issues, concerns and problems identified by team members or refer to relevant persons as required
3. Participate in and facilitate work team	3.1. Actively encourage team members to participate in and take responsibility for team activities and communication processes 3.2. Give the team support to identify and resolve problems which impede its performance 3.3. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image within the work team, the organisation and with clients/customers
4. Liaise with management	4.1. Maintain open communication with line manager/management at all times 4.2. Communicate information from line manager/management to the team 4.3. Communicate unresolved issues, concerns and problems raised by the team/team members to line manager/management and ensure follow-up action is taken 4.4. Communicate unresolved issues, concerns and problems related to the team/team members raised by line managers/management to the team and ensure follow-up to action is taken

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - boost team morale
 - deal with team conflict
 - deliver messages from management
 - facilitate discussion
 - mentor and coach
- leadership skills
- planning and organising skills.

Required knowledge

- organisational goals, objectives and plans
- organisational policy and procedures framework
- organisational structure, including organisational chart
- principles and techniques associated with:
 - delegation and work allocation
 - goal setting
 - group dynamics and processes
 - individual behaviour and difference
 - leadership
 - motivation
 - negotiation
 - planning.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> teamwork plan with details of how it was generated and how it will be monitored so that team goals can be met techniques in communicating information, dealing with team conflict and resolving issues knowledge of organisational goals, objectives and plans.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> access to appropriate documentation and resources normally used in the workplace.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> analysis of responses to case studies and scenarios direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate observation of demonstrated techniques in working with team dynamics observation of performance in role plays oral or written questioning to assess knowledge of principles and techniques associated with group dynamics and processes evaluation of opportunities provided for input of team members into planning, decision making and operational aspects of work team review of feedback provided to team members review of teamwork plan.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> other units from the Certificate IV in Frontline

EVIDENCE GUIDE	
	Management.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Team purpose, roles, responsibilities, goals, plans and objectives</i> may include:</p>	<ul style="list-style-type: none"> • action plans, business plans and operational plans linked to strategic plans • expected outcomes and outputs • goals for individuals and the work team • individual and team performance plans and key performance indicators • occupational health and safety (OHS) responsibilities
<p><i>Consultation</i> may include:</p>	<ul style="list-style-type: none"> • attending meetings, interviews, brainstorming sessions • using email/intranet communications, newsletters or other processes and devices which ensure that all employees have the opportunity to contribute to team and individual effectiveness • using mechanisms to provide feedback to the work team in relation to consultation outcomes
<p><i>Responsibility for own work</i> may involve:</p>	<ul style="list-style-type: none"> • individual and joint actions • individuals and teams
<p><i>Feedback</i> may refer to:</p>	<ul style="list-style-type: none"> • formal/informal gatherings between team members where there is communication on work related matters • informal communication of ideas and thoughts on specific tasks, outcomes, decisions, issues or behaviours
<p><i>Relevant persons</i> may include:</p>	<ul style="list-style-type: none"> • colleagues • direct superior or other management representatives • OHS committees and other people with specialist responsibilities
<p><i>Communication</i> may include:</p>	<ul style="list-style-type: none"> • face-to-face • formal/informal interaction

RANGE STATEMENT	
	<ul style="list-style-type: none"> • verbal, written or electronic communication
<i>Line manager/management</i> may refer to:	<ul style="list-style-type: none"> • direct superior or other management representatives

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		

FDFAU4001A Assess compliance with food safety programs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers skills and knowledge required to assess compliance against an approved food safety program where the program is supported by a prescriptive template or tool or where compliance is checked against a food safety program that has been validated by a technical expert.
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Application of the Unit

Application of the unit	<p>This unit applies to regulatory, commercial or internal auditors.</p> <p>When this unit is applied to regulatory auditing it should be noted that the National Food Safety Audit Policy for regulatory auditing requires that the unit FDFAU4002A Communicate and negotiate to conduct food safety audits, must be pre or co-assessed with this unit when applied to assessing compliance against approved food safety programs that have been validated by a technical expert.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan the audit	1.1. An audit plan is developed to meet the audit scope 1.2. The plan is capable of delivering the required outcomes within resource and time allocations 1.3. Plan includes audit purpose, scope and relevant templates or approved food safety program 1.4. Activities and responsibilities for the audit are identified 1.5. Audit timing (as required by legislation and/or client) is identified including timetable for each stage of the audit 1.6. Resource, personnel and reporting requirements are identified 1.7. Follow up and completion procedures are identified 1.8. Communication protocols are identified and established to facilitate the effective exchange of information and suited to the auditee environment
2. Confirm that the food business has documented required preliminary work	2.1. The food and the method of distribution are defined 2.2. Customers and intended use of food is identified 2.3. The process is described and documented 2.4. The food business has checked their documentation for accuracy and completeness
3. Confirm the food safety program is supported by a tool or template or has been validated	3.1. The documented food safety program and related procedures and prerequisite programs are assessed to confirm that they have a prescriptive tool or have been validated by a technical expert 3.2. The food business method of identifying and analysing food safety hazards is reviewed 3.3. Templates or the approved food safety program are correctly selected to meet audit scope 3.4. Templates or the approved food safety program are appropriately adapted to suit the needs of the business without adversely affecting food safety 3.5. Documented verification records are reviewed to confirm that the requirements of the food safety program are being met 3.6. Corrective actions required where processes are identified as not meeting targets or critical limits are assessed to confirm they meet the requirements of the template or food safety program 3.7. Food safety prerequisite programs are assessed to

ELEMENT	PERFORMANCE CRITERIA
	<p>confirm they are appropriate for the food business/industry sector to maintain a safe food environment</p> <p>3.8. Food safety program documents are reviewed to confirm currency, accuracy and adequacy to facilitate maintenance of an adequate food safety program</p>
<p>4. Collect evidence to review and assess implementation of food safety programs</p>	<p>4.1. Evidence is collected to confirm that documented programs and procedures are working effectively, reflect actual practice and are consistently applied</p> <p>4.2. Evidence is collected to confirm that food safety monitoring and corrective actions are carried out according to procedure</p> <p>4.3. Evidence is collected to confirm that safety prerequisite programs are effective and consistently followed</p> <p>4.4. Evidence is collected to confirm that food safety records are completed and provide an accurate record of events</p> <p>4.5. Evidence is collected to confirm that records are accessed and analysed to confirm effective program maintenance in accordance with the template or food safety program</p> <p>4.6. Evidence is collected to confirm that food safety skills and knowledge of food business personnel is commensurate with their work role</p> <p>4.7. Evidence is collected to confirm that the food safety program has been internally monitored and assessed, updated and improved by a technical expert</p>
<p>5. Manage the audit process</p>	<p>5.1. Audit progress is monitored against the audit plan and any variation to plan is identified and addressed</p> <p>5.2. Circumstances requiring the audit plan to be adjusted are identified and negotiated in a timely manner</p> <p>5.3. Audits address audit scope and are conducted within time and resource constraints to meet quality and professional standards</p> <p>5.4. The audit process is reviewed to identify opportunities for improvement</p>
<p>6. Consolidate audit outcomes</p>	<p>6.1. Audit evidence is analysed and assessed to identify any areas of non-compliance with legislation and/or the food safety program</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>6.2. Non-conformities are identified and classified as agreed by the audit plan</p> <p>6.3. Non-conformities are reported in accordance with agreed client and/or legislative requirements</p> <p>6.4. Audit reports and/or certificates are prepared and submitted or presented as required to meet regulatory and client requirements</p> <p>6.5. A corrective action implementation plan defining proposed actions and timelines developed by the auditee is reviewed by the auditor to confirm that template or food safety program requirements are met</p> <p>6.6. Audit findings are reviewed to confirm that evidence is sufficient as defined by the template or approved food safety program</p>
7. Confirm and close out corrective actions	<p>7.1. Implementation and effectiveness of corrective action is monitored and verified against the template or the approved food safety program</p> <p>7.2. Audit records are maintained to record corrective actions</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- plan and organise audit activities
- identify work processes and work flow
- interpret food safety programs including flow charts, standard operating procedures (SOPs), and other process documentation
- describe each process step and identify food safety hazards
- conduct research to identify, collect and analyse evidence of compliance with food safety programs
- use communication skills to support evidence collection and outcome presentation
- identify and classify non-compliances
- prepare audit reports and certificates to meet regulatory and client requirements
- review corrective action implementation plans
- monitor the implementation of corrective actions
- maintain audit records

Required knowledge

Knowledge of:

- required content and scope of food safety programs as defined in the National Food Safety Standard 3.2.1 or other relevant standards
- purpose and minimum requirements of risk-based approaches to managing food safety hazards, including the role of prescriptive templates or approved food safety programs in supporting a risk-based approach and the process used to validate these tools
- guidelines on implementing industry templates or approved food safety programs
- legal requirements of food businesses
- legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted and insurance requirements
- audit activities and principles, including guidelines on audit stages and activities as outlined in ISO 19011:2002
- personal attributes required of food safety auditors, including those outlined in ISO 19011:2002, and additional system owner requirements where required
- role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories

REQUIRED SKILLS AND KNOWLEDGE

- information handling and management system protocols, including issues, such as rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements
- evidence appropriate for use in audit processes, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
- vocabulary and terms relating to food safety programs, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms
- common biological, physical and chemical hazards that may occur in the food business and appropriate methods of control and critical limits as outlined in the approved food safety program or template
- the impact of (1) the design and construction of premises and (2) the selection, application and condition of equipment, on food safety as defined in Food Safety Standard 3.2.3
- role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches, such as HACCP to controlling food safety hazards
- circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases
- circumstances and authority to initiate cessation of an audit
- methods to assess skill requirements and options to confirm that the responsible personnel within the food business have the of food safety and food hygiene relevant to the food business

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competence in this unit must be able to assess compliance against an approved food safety program where the program is supported by a prescriptive template or tool or where compliance is checked against a food safety program that has been validated by a technical expert.

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- confirm that the food safety program and/or template is appropriate to the activities of the business
- review food safety program records to assess compliance against the approved food safety program and/or template
- collect and analyse evidence to confirm that the food safety program is consistently followed and controls all critical risks
- identify circumstances where variation or customising of the template or food safety program requires further validation
- submit non-compliance reports to clearly identify the aspects of the food safety program that have broken down/need further development in order to prevent recurrence.

Context of and specific resources for assessment

Competency may be assessed in an actual workplace or simulated environment that provides access to the required resources. At least one of the scenarios should be assessed in an actual workplace context.

Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

The following resources must be available:

- food safety plans

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • food safety-related documentation required to implement and record the food safety plan • evidence and documentation relevant to processes that would typically be used to assess compliance with the food safety program • plant and equipment that would typically be used in a commercial manufacturing business.
Method of assessment	<p>Assessment methods must satisfy the endorsed Assessment Guidelines of FDF10 Food Processing Industry Training Package. The following assessment methods should be considered to gather sufficient and valid evidence of competency:</p> <ul style="list-style-type: none"> • observation and a report covering the critical aspects for assessment identified above • questioning to test the level and application of knowledge • workplace example or scenario to allow a valid decision on the compliance of the food safety program to be made, with evidence of recording and feedback.
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Food safety program</p>	<p>Food safety programs include both prerequisite programs and a risk-based analysis of food safety hazards to determine required control measures to eliminate, prevent or reduce hazards.</p> <p>Minimum legal requirements for food safety programs are specified in National Food Safety Standard 3.2.1 or other relevant legislative requirements.</p> <p>The food safety program may be based on a template or externally developed program that is adapted to the needs of the business</p>
<p>Licensing/certification requirements</p>	<p>Licensing and certification requirements are determined by system owners</p>
<p>Technical expert</p>	<p>The requirements of a technical expert are determined by the system owner. System owners may include:</p> <ul style="list-style-type: none"> • government regulators as well as private system owners
<p>Audit scope</p>	<p>The scope describes the purpose, extent and boundaries of the audit. This may include:</p> <ul style="list-style-type: none"> • physical locations • products • processes • time period covered by the audit • extent of authority of the auditor
<p>Prerequisite programs</p>	<p>Prerequisite programs are also referred to as support programs, such as Good Manufacturing Practice (GMP), Good Agricultural Practice (GAP) and Good Hygiene Practice (GHP)</p> <p>Prerequisite programs can be divided into two categories.</p>

RANGE STATEMENT

	<p>Infrastructure and maintenance programs. These may include:</p> <ul style="list-style-type: none"> • layout, design and construction of buildings and facilities • supplies of air, water energy and other utilities • equipment, including preventative maintenance, sanitary design and accessibility for maintenance and cleaning • support services, including waste and sewage disposal <p>Operational prerequisite programs. These may include:</p> <ul style="list-style-type: none"> • personal hygiene • cleaning and sanitation • pest control • measures for the prevention of cross-contamination • packaging and labelling procedures • supplier assurance • chemical storage • employee training • maintenance • calibration • document control • internal audit programs • traceability and recall programs • on-farm food safety schemes • inspecting and testing regimes, including analytical and microbiological testing
Legal requirements	<p>The scope of the audit determines and may be determined by food safety legislation which may include:</p> <ul style="list-style-type: none"> • Food Standards Code • relevant state and territory legislation and related codes of practice, including industry sector-specific legislation and related codes of practice, such as that relating to meat, seafood, dairy and primary production and processing • regulatory and commercial requirements

RANGE STATEMENT	
	<p>relevant to importing countries</p> <ul style="list-style-type: none"> • Commonwealth legislation (e.g. Export Control Act) <p>Other legislation which may impact on the conduct of a food safety auditor may include legislation covering:</p> <ul style="list-style-type: none"> • occupational health and safety (OHS), anti-harassment, anti-discrimination and industrial relations • trade practices legislation • environmental risk management • legal contracts or agreements
Food businesses	A food business refers to a business, enterprise or activity where food is produced, processed, stored, displayed and/or sold. It may also include primary producers
Food safety program documents	<p>Food safety program documents may include:</p> <ul style="list-style-type: none"> • documented statements of food safety policy and objectives • documented procedures and records • documented complaints register • documents and records to ensure the effective development, implementation and updating of the food safety program
Risk-based approaches	Risk-based approaches to controlling food safety are typically based on HACCP, described in the Codex Alimentarius guidelines

Unit Sector(s)

Unit sector	Food safety auditing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFAU4002A Communicate and negotiate to conduct food safety audits

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the interpersonal skills and knowledge required to select and use appropriate methods of communication and negotiation to support audit processes.
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Application of the Unit

Application of the unit	This unit applies to regulatory, commercial or internal auditors.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a communication plan to support audit processes	1.1. Roles and responsibilities of the auditee are defined and agreed by both parties to address the audit scope 1.2. Roles and responsibilities of all personnel involved in the audit process are defined, communicated and agreed 1.3. Appropriate communication methods and protocols are determined and specific arrangements, including reporting requirements, are agreed 1.4. A communication plan is developed to identify the communication requirements and responsibilities of personnel involved in the audit process
2. Select and use appropriate communication methods to conduct an audit	2.1. Appropriate communication methods are used to establish and maintain effective client relationships, collect audit evidence, provide and present information, facilitate meeting processes, facilitate issue management and conflict resolution and communicate audit findings 2.2. Communication methods are selected to take account of system owner and food business requirements, workplace culture and individual differences 2.3. Information provided by the auditee is interpreted in the context of the industry sector, language and culture of the business
3. Negotiate to achieve agreement on audit outcomes	3.1. Areas of disagreement over audit outcomes are identified and clarified with the auditee 3.2. Understanding is sought on actions to be followed to resolve outstanding issues 3.3. Communication techniques are applied to encourage all relevant parties to participate and express their views fully 3.4. Auditee views are treated with respect 3.5. Options for resolving differences are explored to reach agreement and meet audit timeline and resource parameters 3.6. Appropriate issue resolution strategies are explored to increase the likelihood of agreement on steps required to conclude the audit 3.7. The negotiation process is managed to maintain constructive client relationships 3.8. Any areas of continuing non-compliance that result

ELEMENT	PERFORMANCE CRITERIA
	from unresolved differences are reported to system owners and appropriate authorities as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- select, design and use appropriate communication methods and techniques to support the audit process and the needs of the audience
- apply strategies to communicate with people at different levels of the food business with different English language, literacy and technical skill levels
- facilitate groups to resolve sensitive and/or conflict-based issues
- structure and present written and verbal information that is thorough, legible, clear, accurate and appropriate to the purpose and the audience
- use information systems, technologies and software to manage security, authorisation and distribution of audit data and records
- communicate information in environments where the recipients may be hostile to the information being presented
- apply issue resolution strategies

Required knowledge

Knowledge of:

- legislation that impacts on acceptable communication methods and conduct, including anti-discrimination, anti-harassment and privacy legislation
- vocabulary and terms relevant to audit process, including terms and jargon to describe food safety legislation, technical processes and industry standards
- confidentiality needs and expectations of food businesses
- strategies to communicate in culturally diverse environments
- dynamics of conflict and strategies to manage resolution
- the structure, authority levels and lines of reporting within a food business
- communication methods relevant to different groups and audiences
- reporting formats and requirements to meet client and legislative needs

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>A person who demonstrates competence in this unit must be able to select and use appropriate methods of communication and negotiation to support audit processes. This unit should be assessed together with other food safety auditing units.</p> <p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> design a communication plan to meet the needs of stakeholders in an audit process, specifically where a number of participants have limited English language and literacy skills facilitate and negotiate to seek understanding of audit outcomes in a conflict-based situation where the outcomes are contested by the auditee. This component of assessment must provide opportunities to select and apply appropriate communication methods.
<p>Context of and specific resources for assessment</p>	<p>Competency may be assessed in an actual workplace or simulated environment where the simulated context provides access to audit findings which are disputed by the auditee. At least one of the audit scenarios should be assessed in an actual workplace context. A simulated environment must provide access to a typical range of personnel with communication skill levels appropriate to food businesses and to the roles of personnel involved in food safety audit processes.</p>
<p>Method of assessment</p>	<p>The following assessment methods should be considered to gather sufficient and valid evidence of competency:</p> <ul style="list-style-type: none"> observation of communication and conflict management skills a report for a communication plan to conduct a food safety audit

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • questioning to test the level and application of knowledge • a journal or report on communication strategies used in conducting a food safety audit. <p>Assessment methods must satisfy the endorsed Assessment Guidelines of FDF10 Food Processing Industry Training Package.</p>
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Licensing/certification requirements

This unit is part of a set of units that are a minimum requirement for auditors of food safety programs

Communication plan

A communication plan identifies:

- the type and purpose of information to be provided through each stage of the audit process
- audiences for types of information
- the form or method of communication (e.g. written report, verbal presentation)
- when/how often the communication will occur reporting procedures and responsibilities, including reporting timelines, formats and procedure for reporting serious/critical food safety hazards

Communication methods and protocols

Methods of communication may include:

- written presentations and reports
- two-way verbal interaction
- constructive feedback
- active listening
- questioning to elicit, confirm and clarify information
- interview techniques
- facilitation of meetings and group processes
- interpreting non-verbal skills and body language

Communication protocols may include:

- confidentiality
- objectivity
- information access and dissemination
- levels of communication/lines or reporting
- timeliness of providing

RANGE STATEMENT	
	information/responding to information requests
Food business requirements	<p>Business requirements may require that communication is consistent with:</p> <ul style="list-style-type: none"> • confidentiality requirements • legal requirements and related policies and procedures relating to communication requirements • professional codes of conduct/personal attributes of auditors • information that is accurate, thorough and clearly presented • resource parameters • organisational structure and delegated levels of authority • existing communication mechanisms and systems used in the auditee's workplace
Individual differences	<p>Individual differences may include but are not limited to:</p> <ul style="list-style-type: none"> • age • race • gender • culture • religion • impairment/disability • physical features • educational background • technical skill level • communication styles and skill levels • English language and literacy • any other individual characteristics that may need to be taken into account in designing communication as covered by relevant legislation
Issue resolution strategies	<p>Issue resolution strategies may include:</p> <ul style="list-style-type: none"> • establishing open communication practices to encourage the trust and engagement of all parties • designing processes that ensure all parties have opportunities to fully express their

RANGE STATEMENT	
	position <ul style="list-style-type: none"> • involving personnel with additional expertise (this may include other expertise from the auditing body and/or the regulator) • validating evidence used to support audit findings

Unit Sector(s)

Unit sector	Food safety auditing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFAU4003A Conduct food safety audits

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to verify and confirm validation of food safety programs in the context of food safety legislation and client requirements.
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Application of the Unit

Application of the unit	<p>At the time of writing the terms and definitions relating to the audit process were consistent with and further described in the international standard ISO/IEC 19011:2002, 'Guidelines on quality and/or environmental management systems auditing'.</p> <p>Users of this unit should refer to the current ISO standard and current food safety legislation.</p> <p>This unit applies to conducting on-site audits and is relevant to regulatory and commercial food safety system auditors who may be auditing low, medium or high risk food safety hazards. When this unit is applied to regulatory auditing it should be noted that the National Food Safety Audit Policy for regulatory auditing, requires that this unit must be pre or co-assessed with:</p> <ul style="list-style-type: none"> • FDFAU4002A Communicate and negotiate to conduct food safety audits • FDFAU4004A Identify, evaluate and control food safety hazards. <p>When applied to conducting regulatory food safety audits of high risk food businesses or processes, additional units relevant to the specified business or process may be required to meet the National Food Safety Audit Policy.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define the scope of the audit	<p>1.1. Audit scope is identified and defines the extent of the audit to meet legislative and audit client requirements</p> <p>1.2. Audit criteria meet legislative and client requirements</p> <p>1.3. The definition and levels of non-conformity and related reporting responsibilities are identified consistent with legislative requirements and client requirements</p> <p>1.4. Evidence required to address audit scope and criteria is identified and appropriate collection methods are selected</p> <p>1.5. Food safety management system documents are reviewed to determine adequacy for the purposes of the audit</p>
2. Plan the audit	<p>2.1. An audit plan is developed that includes definitions and levels of non-conformity to meet the audit scope</p> <p>2.2. Activities and responsibilities for the audit are identified</p> <p>2.3. Audit timing (as required by legislation and/or client) is identified, including timetable for each stage of the audit</p> <p>2.4. Resource, personnel and reporting requirements are identified</p> <p>2.5. Follow up and completion procedures are identified</p> <p>2.6. Communication protocols are established to facilitate the effective exchange of information and suited to the auditee environment</p>
3. Conduct the audit	<p>3.1. Information on the audit scope and methodology is communicated in an effective and timely manner</p> <p>3.2. Stages and activities of the audit process are followed</p> <p>3.3. Methods used by the food business to carry out preliminary work, identify food safety hazards and assess level of risk are reviewed to confirm that they are appropriate and correctly applied</p> <p>3.4. Evidence used by the food business to support identification of control measures and establish control limits is identified and evaluated to determine adequacy and relevance</p> <p>3.5. Methods used by the food business to control</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>hazards and determine corrective action where processes are identified as not meeting targets or critical limits are reviewed to confirm they are adequate, effective and appropriate</p> <p>3.6.Evidence is collected to confirm that the documented food safety policies and procedures are working effectively, reflect actual practice and are consistently applied</p>
4. Manage the audit process	<p>4.1.Audit progress is monitored against the audit plan and any variation to plan is identified and addressed</p> <p>4.2.Circumstances requiring the audit plan to be adjusted are identified and negotiated in a timely manner</p> <p>4.3.Audits address audit scope and are conducted within time and resource constraints to meet quality and professional standards</p> <p>4.4.The audit process is reviewed to identify opportunities for improvement</p>
5. Consolidate audit outcomes	<p>5.1.Evidence is analysed and assessed to identify any areas of non-compliance with legislation and/or client requirements as appropriate to the audit scope</p> <p>5.2.Non-conformities are identified and classified as agreed by the audit plan</p> <p>5.3.Non-conformities are reported in accordance with agreed client and/or legislative requirements</p> <p>5.4.Audit findings are communicated to the auditee</p> <p>5.5.Audit reports and/or certificates are prepared and submitted or presented as required to meet regulatory and client requirements</p> <p>5.6.Corrective actions proposed by the auditee in response to non-conformances are reviewed for compliance with the template or food safety program</p> <p>5.7.Audit findings are reviewed to confirm that evidence is appropriate and sufficient and findings are accurate</p> <p>5.8.The food safety management system is reviewed to identify areas of potential improvement of the system according to audit scope</p>
6. Confirm and close out corrective actions	<p>6.1.Implementation and effectiveness of corrective actions are monitored and verified and any variation to the food safety plan is identified and addressed</p> <p>6.2.Audit records are maintained to record corrective</p>

ELEMENT	PERFORMANCE CRITERIA
	actions

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate relevant commonwealth, state and/or territory legislation, regulations and related codes of practice and determine the legal responsibilities of food businesses relevant to the industry sector
- plan and manage audit activities
- communicate information in ways appropriate to the purpose and the audience and to facilitate opening and closing meetings
- negotiate and facilitate audit processes, including following meeting procedures and resolving issues
- select and use research skills relevant to audit activities, including researching technical sources to validate food safety programs and collecting evidence to support verification
- consolidate audit findings based on objective evidence
- prepare records and reports appropriate to the purpose of the audit and the needs of the auditee and the client (system owner/regulator)

Required knowledge

Knowledge of:

Auditor roles and responsibilities

- audit activities and stages, including guidelines on audit stages and activities as outlined in ISO 19011:2002
- personal attributes required of food safety auditors, including those outlined in ISO 19011:2002, and additional client requirements where required
- role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories
- relevant competencies and certification/registration criteria and processes applying to both regulatory and commercial auditors
- audit management to develop and implement an audit against an agreed plan, including the scope/level of authority to revise the resource and allocate time allocations to take account of variation to plan

Food safety management systems

- purpose and intent of each element of a food safety management system
- the underlying principles of risk-based approaches to controlling food safety hazards, including HACCP as described in the Codex Alimentarius Guidelines

REQUIRED SKILLS AND KNOWLEDGE

- vocabulary and terms relating to food safety, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms
- food safety management system knowledge relevant to the system being audited., including system requirements, definitions and levels of non-compliance and related reporting responsibilities as defined by legal and management system requirements
- the interaction between different types of management systems, including the impact of food safety decisions on other management systems, such as occupational health and safety (OHS), quality, environmental risk management and animal welfare
- technical knowledge required to assess the adequacy of the food safety management system performance and corrective actions
- role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches, such as HACCP to controlling food safety hazards
- information handling and management system protocols, including issues, such as rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements

Food safety legislation

- the purpose and intent of food safety legislation, including sources of information on importing country requirements and of requirements of countries and retailer driven systems in importing markets
- the content covered by the Food Standards Code and/or other relevant standards
- the structure and responsibilities of commonwealth, state and territory government departments and local government to manage and implement food safety legislation, including where to find information on relevant commonwealth, state/territory legislative requirements, product or industry sector legislation and regulations and import and export market requirements
- the regulatory framework and specific legislation relevant to the audit, including relevant risk profiling or classification systems where they apply
- sources of information on legislation and codes governing primary production and primary processing
- requirements for scheduling and conducting further auditing as determined by food safety legislation and/or client system requirements
- legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted and insurance requirements
- the role of auditors when called on to provide evidence as a witness in court

Food safety audit processes

- preliminary work required to identify food to be covered by the food safety program, define the food and the method of distribution, identify customers and intended use of food, describe the process (flowchart) and check accuracy and

REQUIRED SKILLS AND KNOWLEDGE

completeness

- methods used identify food safety hazards and assess food safety hazard risk levels taking account of severity and likelihood of occurrence
- methods used to identify critical control points and establish critical limits, suited to the nature of the hazard, the requirements of the audit and the industry sector
- methods used to validate control techniques and critical limits, including industry or sector codes of practice, technical standards and research
- types of evidence, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
- evidence collection methods, including record sampling and sample analysis, and the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range/extent of evidence collection methods required to ensure that audit outcomes are objective, consistent, fair and reliable
- methods to assess skill requirements and options to confirm that the responsible personnel within the food business have the required skills and knowledge of food safety and food hygiene relevant to the food business
- circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases
- circumstances and authority of an auditor to initiate cessation of an audit
- understanding of the context in which audits are conducted, including workplace culture and preferred communication methods, industry, process and/or product knowledge and related jargon
- information recording requirements and audit reporting requirements

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competence in this unit must be able to verify and confirm validation of food safety programs in the context of food safety legislation and client requirements.

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- Identify food safety legislation applying to a food business. Legislative requirements may relate to actual or hypothetical food businesses. A minimum of two scenarios must be covered providing that at least one food business operates in a market segment that has to meet compliance requirements in place of or in addition to the Food Standards Code. One such market segment is export meat processors who must comply with the Export Control Act and the Export Meat Orders.
- The assessment activity must:
 - identify the relevant legislation applying to the food business taking account of the industry sector, range of food handling activities undertaken and the markets into which products and/or services are sold.
 - locate advice on relevant authorities and enforcement agencies in a state or territory and for international markets as appropriate.
 - explain the legal responsibilities of a given food business.
- Plan and conduct an audit that complies with legal and client requirements as appropriate. The criteria and evidence requirements may be developed to apply to an actual or hypothetical food business. The assessee must substantiate:
 - how audit scope and criteria meet legislative and

EVIDENCE GUIDE	
	<p>client requirements.</p> <ul style="list-style-type: none"> the evidence required to assess compliance with the criteria and to support an objective, reliable and consistent audit outcome. definitions, levels and related reporting of non-conformance to comply with legislative requirements. <ul style="list-style-type: none"> Submit completed audit records for the selected audit including the final audit report, non-conformity reports, corrective action reports, follow up reports and suggestions for improvements to the food safety management system and to the audit process. These latter items may be documented in personal notes rather than part of the formal audit report according to the audit scope.
Context of and specific resources for assessment	<p>Competency may be assessed in an actual workplace or simulated environment that provides access to the required resources. At least one of the audit scenarios should be assessed in an actual workplace context.</p> <p>Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.</p> <p>The following resources must be available:</p> <ul style="list-style-type: none"> food safety plans food safety-related documentation typical of commercial manufacturing businesses and used for the purpose of verification evidence and documentation relevant to processes that would typically be used by commercial manufacturing businesses to support validation processes plant and equipment that would typically be used in a commercial manufacturing business.
Method of assessment	<p>The following assessment methods should be considered to gather sufficient and valid evidence of competency:</p> <ul style="list-style-type: none"> observation, including the completion of documentation to show the planning and conducting of an audit a report on the legal responsibilities of the food business questioning to test the level and application of knowledge

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • documentation to show validation and verification processes used • completion of all audit records. <p>The whole audit process must be witnessed by the assessor.</p> <p>Assessment methods must satisfy the endorsed Assessment Guidelines of FDF10 Food Processing Industry Training Package.</p>
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Food safety audits	Audits may be conducted for either regulatory or commercial food safety systems for low, medium or high risk food safety hazards
Licensing/certification requirements	Licensing and registration arrangements are determined by system owners
Audit scope	<p>The audit scope describes the purpose, extent and boundaries of the audit. This may include:</p> <ul style="list-style-type: none"> • physical locations • products • processes • time period covered by the audit • extent of authority of the auditor
Legal requirements	<p>The scope of the audit determines and may be determined by food safety legislation which may include:</p> <ul style="list-style-type: none"> • Food Standards Code • relevant state legislation and related codes of practice, including industry sector-specific legislation and related codes of practice, such as those relating to meat, seafood, dairy and primary production and processing • regulatory and commercial requirements relevant to importing countries • commonwealth legislation (e.g. Export Control Act) • other legislation which may impact on the conduct of a food safety auditor and may include legislation covering: <ul style="list-style-type: none"> • OHS, anti-harassment, anti-discrimination and industrial relations • trade practices legislation • environmental risk management

RANGE STATEMENT	
	<ul style="list-style-type: none"> • legal contracts or agreements
Audit client	<p>Audit client refers to the organisation or person requesting an audit (system owner). This may be the same as the auditee or any other organisation which has the regulatory or contractual right to request an audit.</p> <p>The system owner may be the regulator</p>
Auditee	Auditee refers to the organisation being audited
Audit client requirements	<p>Client requirements are typically defined in audit contracts or agreements and may relate to:</p> <ul style="list-style-type: none"> • legal requirements • food safety management system requirements • compliance with client site operational policies and procedures • confidentiality • business size, activities and processes • business culture • professional standards of conduct
Audit criteria	<p>The audit criteria must comply with relevant food safety legislation and may extend to address additional system owner/client requirements. In addition to meeting the requirements of food safety legislation, reference against which conformity is determined may include:</p> <ul style="list-style-type: none"> • management systems policies and procedures • industry standards or codes • contractual requirements • international treaties and conventions
Levels of non-conformity	<p>Levels of non-conformity are defined and based on food safety risk. They may be determined by:</p> <ul style="list-style-type: none"> • the management system • the audit client • legislation • where legislation applies, definitions may be determined by: <ul style="list-style-type: none"> • state and territory authorities • AQIS • primary industry jurisdiction

RANGE STATEMENT	
	<ul style="list-style-type: none"> • primary food production jurisdiction
Audit evidence	<p>Evidence required for the purposes of meeting relevant food safety legislation may be defined by:</p> <ul style="list-style-type: none"> • the client and/or the regulatory authority <p>Audit evidence should be based on objective information rather than hearsay and may include:</p> <ul style="list-style-type: none"> • system records • evidence collection records • statements of fact or other information relevant to the audit criteria and which is verifiable • observations • records of audit stage progression
Evidence collection methods and sources	<p>Evidence collection methods and sources will depend on the purpose and scope of the audit and may include:</p> <ul style="list-style-type: none"> • observation • interviews • checklists • auditee documentation review • reports/data from other sources, such as customer feedback, technical references, computerised databases • results of analyses
Food safety management system	<p>A food safety management system is a documented arrangement implemented (and resourced) by a business for control of food safety. A food safety management system includes:</p> <ul style="list-style-type: none"> • commitment from management, procedures and practices to identify and control food safety hazards and prevent their recurrence. It may incorporate recognised food safety tools, such as HACCP and its prerequisite programs
Resource requirements	<p>Resource requirements will depend on the purpose and scope of the audit and may include:</p> <ul style="list-style-type: none"> • audit personnel directly involved in undertaking the audit

RANGE STATEMENT	
	<ul style="list-style-type: none"> • access to relevant personnel and information within the business • access to any additional resources as required
Food businesses	A food business refers to a business, vehicle, enterprise or activity where food is produced, processed, stored, displayed, transported and/or sold. It may also include primary producers
Preliminary work	<p>Preliminary work includes but is not limited to:</p> <ul style="list-style-type: none"> • identifying food to be covered by the food safety program • defining the food and the method of distribution • identifying customers and intended use of food • describing the process (flowchart) • checking for accuracy and completeness of the previous steps
Validation	Validation refers to obtaining evidence to confirm that a HACCP-based food safety program is complete and effective and will deliver the expected food safety outcomes
Verification	Verification refers to methods and procedures used to carry out monitoring, including sampling and testing to provide evidence that the specifications set by relevant legislation and codes of practice continue to be met
Audit records	<p>Audit records are maintained to demonstrate the implementation of the audit process. These may include but are not limited to:</p> <ul style="list-style-type: none"> • audit plans • audit reports • non-conformity reports • corrective action reports • follow up reports
Close out	<p>Auditors have different levels of responsibility and authority to close out audits according to the level of non-conformity and whether they are an authorised officer or a commercial auditor. Closing out may involve notifying the regulator</p>

RANGE STATEMENT	
	with the power to enforce legislation
Commercial auditor	Commercial auditor refers to any auditor other than a regulatory auditor, who is external to and independent of the food business being audited
Risk-based approaches	Risk-based approaches to controlling food safety are typically based on HACCP, described in the Codex Alimentarius guidelines
Prerequisite programs	<p>Prerequisite programs are also referred to as support programs, such as Good Manufacturing Practice (GMP), Good Agricultural Practice (GAP) and Good Hygiene Practice (GHP)</p> <p>Prerequisite programs can be divided into two categories.</p> <p>Infrastructure and maintenance programs. These may include:</p> <ul style="list-style-type: none"> • layout, design and construction of buildings and facilities • supplies of air, water, energy and other utilities • equipment, including preventative maintenance, sanitary design and accessibility for maintenance and cleaning • support services, including waste and sewage disposal <p>Operational prerequisite programs. These may include:</p> <ul style="list-style-type: none"> • personal hygiene • cleaning and sanitation • pest control • measures for the prevention of cross-contamination • packaging and labelling procedures • supplier assurance • chemical storage • employee training • maintenance • calibration • document control • internal audit programs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • traceability and recall programs • on-farm food safety schemes • inspecting and testing regimes, including analytical and microbiological testing
Critical control point	Critical control point is a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level
Critical limit	Critical limit refers to criterion which separates acceptability from unacceptability

Unit Sector(s)

Unit sector	Food safety auditing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFAU4004A Identify, evaluate and control food safety hazards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to identify, evaluate and control food safety hazards for the purposes of validating specific control measures in a food safety program.
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Application of the Unit

Application of the unit	<p>This unit applies to regulatory, commercial and internal food safety system auditors.</p> <p>When this unit is applied to regulatory auditing it should be noted that the National Food Safety Audit Policy for regulatory auditing requires that, when assessing compliance of food safety programs in a medium or high risk environment, the following units must be pre or co-assessed with this unit:</p> <ul style="list-style-type: none"> • FDFAU4002A Communicate and negotiate to conduct food safety audits • FDFAU4003A Conduct food safety audits. <p>When applied to conducting regulatory food safety audits of high risk food businesses or processes, additional food safety auditing unit/s relevant to the specified business or process may be required under the National Food Safety Audit Policy. Current high risk food safety auditing units are:</p> <ul style="list-style-type: none"> • FDFAU4005A Audit bivalve mollusc growing and harvesting processes • FDFAU4006A Audit a cook chill process • FDFAU4007A Audit a heat treatment process • FDFAU4008A Audit manufacturing of ready-to-eat meat products.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify food safety hazards in a food business	<p>1.1. Biological food safety hazards that could present a risk in the food at the point of consumption are identified by type, origin and food association and assessed to determine risk level and control requirements</p> <p>1.2. Intrinsic and extrinsic chemical food safety hazards that could present a risk in the food at the point of consumption, including toxin presence, are identified by type, origin and food association and assessed to determine risk level and control requirements</p> <p>1.3. Physical food safety hazards that present a risk in food are identified and assessed to determine control requirements</p>
2. Control food safety hazards in a food business	<p>2.1. Processing hazards and related control measures and critical limits, monitoring and recording requirements are established and validated to eliminate or reduce food safety hazards to acceptable levels</p> <p>2.2. Food storage and handling requirements necessary to eliminate or reduce food safety hazards are determined</p> <p>2.3. Personal hygiene practices required to eliminate or reduce food safety hazards are established</p> <p>2.4. Cleaning and sanitation, housekeeping and pest control practices and procedures required to prevent or reduce food safety hazards are established</p> <p>2.5. Other prerequisite programs are developed to eliminate or reduce food safety hazards to acceptable levels</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- interpret and apply relevant legislation, codes of practice and technical standards
- identify biological, chemical and physical food safety hazards
- determine critical control points and critical limits for identified hazards
- establish the required procedures, systems and records to monitor critical control points in order to demonstrate that the critical control point is in control
- specify required corrective actions and corrections to be taken when critical limits are not achieved

Required knowledge

Knowledge of:

- sources of advice and research on foods, processing methods, production technologies and associated food safety hazards and control methods
- ways in which food can cause illness and injury, including incidence and trends in food-borne illness
- intrinsic and extrinsic factors that can impact on food safety
- common biological food safety hazards (including toxin production and spore formation) and conditions required for survival and growth of each, including growth rates, transmission routes, likely carriers and threshold levels
- sources of information on acceptable (and legal) levels of biological, chemical and physical contamination
- food supply chains and potential of a breakdown in control at one point to impact other parts of the chain
- survival and growth requirements of biological food safety hazards
- common allergenic substances as described by the Food Standards Code (and may be additionally defined by system owners)
- common control methods necessary to eliminate or reduce the risk of food-borne illness to acceptable levels for each common pathogen, including the role of food storage, temperature control, preservation and process methods, traceability, product shelf-life, cleaning and sanitation, and pest control
- methods to detect and minimise the risk of food contamination by personal carriers, including convalescent and symptomless carriers, and related minimum legal illness reporting requirements and personal hygiene procedures
- the role of microbiological sampling, swabbing and testing in assessing the presence of biological contamination
- methods to determine the appropriateness and effectiveness of control measures and critical limits, including identifying the effect of control measures on the

REQUIRED SKILLS AND KNOWLEDGE

identified food safety hazard, method and feasibility of monitoring, the relationship to other control measures, and the severity of consequences and required corrective action in the event of failure of control

- types and causes of acute and chronic chemical food borne illness
- the food safety and legal impact of chemical contamination, including residual agricultural and environmental chemicals, residual industrial (including cleaning) chemicals, and chemical contamination as a result of packaging methods and materials
- physical hazards that pose a food safety risk
- common control methods to eliminate or reduce the risk of chemical or physical food-borne illness to acceptable levels for each common form of chemical and physical food safety hazard, including:
 - chemicals that pose a food safety risk
 - common food allergens
 - physical hazards
- the role and requirements of prerequisite programs and procedures to eliminate, prevent or reduce biological, chemical and physical food safety hazards to acceptable levels

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to establish or validate specific control measures in a food safety program based on demonstration of the identification, evaluation and control of food safety hazards.

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competency in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- select a food supply chain and identify:
 - known biological food safety hazards that could occur across the chain and could present a risk in food at the point of consumption
 - likely patterns of growth and transmission from source of contamination to onset of consumer symptoms for pathogens likely to occur in the supply chain, including threshold levels
 - sources of chemical and physical contamination that could present a food safety risk at the time of food consumption, across the chain
 - impact and indicators of the presence of biological or chemical food safety hazards throughout the food chain
 - acceptable levels of contamination. These may be established by reference to relevant legislation and/or reference to system requirements
- select one stage in the food supply chain (which must be a medium or high risk business or process) and establish or validate control measures and verification records and procedures.

Context of and specific resources for assessment

Assessment may occur in a real or simulated food business context where the simulated context provides access to food safety programs for a multi-staged food supply chain which includes the point of delivery to the

EVIDENCE GUIDE	
	<p>consumer.</p> <p>The selected supply chain must include at least one medium or high risk business and/or process and provide opportunity to apply a depth and breadth of food safety knowledge.</p>
Method of assessment	<p>The following assessment methods should be considered to gather sufficient and valid evidence of competency:</p> <ul style="list-style-type: none"> • observation and documentation showing the identification of critical aspects of a food chain • questioning to test the level and application of knowledge • workplace example or scenario to produce validated control measures and verification records and procedures for food safety hazards.
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Licensing/certification requirements

Licensing and registration arrangements are determined by system owners

Food safety hazards

A food safety hazard is a biological, chemical, or physical agent in, or condition of, food with the potential to cause an adverse health effect in humans (defined in 'Hazard Analysis and Critical Control Point System and Guidelines for its Application', Codex Alimentarius Commission)

Biological food safety hazards

Common biological food safety hazards include but are not limited to:

- Salmonella spp
- Campylobacter jejuni
- Bacillus cereus
- Clostridium perfringens
- Clostridium botulinum
- Cryptosporidium
- Pathogenic escherichia coli
- Giardia
- Listeria monocytogenes
- Shigella spp
- Staphylococcus aureus
- Vibrio parahaemolyticus
- Yersinia enterocolitica
- Hepatitis A virus
- Norwalk virus

Classifications by type of micro-organism include:

- bacteria
- viruses
- moulds/fungi
- parasites

RANGE STATEMENT	
	<ul style="list-style-type: none"> algae
Chemical food safety hazards	<p>Common origins of chemical contamination may include:</p> <ul style="list-style-type: none"> cleaning chemicals pesticides veterinary residues chemical additives allergenic substances toxic metals nitrites, nitrates and N-nitroso compounds polychlorinated biphenyls (PCBs) plasticizers and packaging migration phytotoxins zootoxins
Physical food safety hazards	<p>Physical food safety hazards refer to objects not normally found in food which may cause illness or injury to the consumer</p>
Acceptable levels	<p>Acceptable levels define the level of a particular hazard in the end product that is acceptable to ensure food safety. Acceptable levels are typically defined by:</p> <ul style="list-style-type: none"> the Food Standards Code commonwealth, state or territory legislation or codes industry codes of practice international protocols (CODEX Alimentarius) customer food safety requirements (including intended use)
Prerequisite programs	<p>Prerequisite programs are also referred to as support programs, such as Good Manufacturing Practice (GMP), Good Agricultural Practice (GAP) and Good Hygiene Practice (GHP).</p> <p>Prerequisite programs can be divided into two categories.</p> <p>Infrastructure and maintenance programs. These may include:</p> <ul style="list-style-type: none"> layout, design and construction of buildings and facilities

RANGE STATEMENT	
	<ul style="list-style-type: none"> • supplies of air, water, energy and other utilities • equipment, including preventative maintenance, sanitary design and accessibility for maintenance and cleaning • support services, including waste and sewage disposal <p>Operational prerequisite programs. These may include:</p> <ul style="list-style-type: none"> • personal hygiene • cleaning and sanitation • pest control • measures for the prevention of cross-contamination • packaging and labelling procedures • supplier assurance • chemical storage • employee training • maintenance • calibration • document control • internal audit programs • traceability and recall programs • on-farm food safety schemes • inspecting and testing regimes, including analytical and microbiological testing
Critical control point	Critical control point is a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level
Critical limit	Critical limit refers to criterion which separates acceptability from unacceptability
Food supply chain	Food supply chain refers to a sequence of stages and operations involved in the production, processing, distribution and handling of food from primary production to consumption
Growth requirements	<p>Factors which influence the growth of pathogenic micro-organisms may include:</p> <ul style="list-style-type: none"> • temperature

RANGE STATEMENT	
	<ul style="list-style-type: none"> • water activity • gases • pH • time • moisture • nutrients
Validation	Validation refers to obtaining evidence to confirm that a HACCP-based food safety program is complete and effective and will deliver the expected food safety outcomes
Validation evidence	<p>Validation evidence confirms that control measures are capable of being consistently effective and may include the application of:</p> <ul style="list-style-type: none"> • existing Australian legislative requirements • challenge tests • peer reviewed scientific papers • targeted scientific reports • validation already carried out in other jurisdictions and recognised by the responsible authority • mathematical modelling (e.g. predictive microbiology models) • industry codes of practice (where implementation by food business is verified during audits)

Unit Sector(s)

Unit sector	Food safety auditing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFOP2007A Work in a freezer storage area

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to enter and work in a freezer storage or cold room area.
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Application of the Unit

Application of the unit	This unit has application in a food processing environment. This unit may be used in conjunction with FDFOP2010A Work with temperature controlled stock.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to enter a freezer storage environment	<p>1.1. Appropriate clothing and footwear are identified and available</p> <p>1.2. Clothing and footwear are correctly fitted prior to entering a freezer</p> <p>1.3. Checks and inspections are conducted according to workplace procedures</p>
2. Identify and monitor equipment operation in a freezer storage environment	<p>2.1. Effects of freezing temperatures on equipment used are identified</p> <p>2.2. Equipment is monitored to ensure it is in operational order when in use in a freezer</p>
3. Handle frozen product safely	<p>3.1. Handling requirements for frozen product are identified</p> <p>3.2. Frozen product is handled safely</p> <p>3.3. Work is conducted in accordance with workplace environmental guidelines</p>
4. Respond to emergencies	<p>4.1. Signs and symptoms of exposure are identified</p> <p>4.2. Appropriate action is taken to minimise effects of exposure of self and others</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and fit appropriate protective clothing, footwear and equipment
- follow procedures to enter and work in a freezer environment to ensure safety of self and others, including carrying out relevant checks and inspections prior to entry as required by workplace procedures
- follow procedures to handle product to avoid product damage
- monitor operating performance of equipment used in the freezer and identify signs of unsafe or unfit operation
- conduct work in a manner appropriate to minimising risk of contamination
- maintain work area to meet housekeeping standards
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- purpose and conditions required in a freezer storage environment, including how temperature parameters are maintained in the freezer/cold room
- safety requirements and hazards associated with entering and working in a freezer storage/cold room area, including required protective clothing and equipment, limitations of protective clothing and equipment, and maximum work duration
- symptoms associated with hypothermia and action to take if these occur
- the effects of freezer/cold room temperatures and frozen condensation on equipment used in a freezer/cold room but designed for room temperature operation, including symptoms that equipment is unsafe or unfit for use
- effects of room temperatures on equipment using hydraulic oils designed for freezer/cold room temperatures
- typical freezing rates for product handled, such as products stacked on pallets
- handling requirements for moving pallets of frozen product and how this differs from moving pallets of fresh product
- the differences in product stability of pallets loaded with fresh compared with frozen product and related wrapping requirements
- the effect of freezing on product packaging and related handling requirements
- housekeeping requirements for work area

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify risks associated with freezer storage to self and equipment and identify controls to address risks • correctly use personal protective equipment • use and monitor equipment in freezer storage • take corrective action in response to typical faults, inconsistencies and symptoms of exposure • complete workplace records as required • apply safe work practices and identify OHS hazards and controls • apply food safety procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • personal protective clothing and equipment • work procedures, including advice on safe work practices, food safety, quality and environmental requirements • freezer storage/cold room area • stock to be held in frozen storage.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFOP2010A Work with temperature controlled stock.
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Policies and procedures	<p>Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements</p>
Legislative requirements	<p>Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:</p> <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, occupational health and safety (OHS), anti-discrimination and equal opportunity
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • manufacturers' advice • standard forms and reports

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFOP2010A Work with temperature controlled stock

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to store and retrieve temperature controlled stock from appropriate storage facilities.
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Application of the Unit

Application of the unit	This unit has application in a food processing environment. Where work is undertaken in a freezer storage environment, also consider FDFOP2007A Work in a freezer storage area.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Store stock to meet temperature control requirements	1.1. Goods requiring temperature control are identified 1.2. Goods are located in correct storage areas to meet storage temperature, stores handling and stock rotation requirements 1.3. Stores information is recorded according to workplace requirements
2. Monitor and maintain temperature of stock within specifications	2.1. Stock temperature is monitored to confirm temperature is within specified limits 2.2. Storage areas are monitored to confirm temperature is within storage zone limits 2.3. Residence time in temperature controlled stores is monitored to meet stock control requirements 2.4. Out-of-specification storage temperatures are identified and corrective action is taken
3. Transfer temperature controlled stock	3.1. Goods are handled and transferred to maintain temperature control and meet stock rotation requirements 3.2. Stores transfer information is recorded according to workplace reporting requirements 3.3. Work is conducted in accordance with workplace environmental guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access workplace information to determine product handling and storage requirements
- identify storage requirements including temperature limits, minimum duration at given temperatures, and segregation and co-storage requirements
- identify temperature controlled storage facilities and temperature zones available
- select, fit and use personal protective clothing and/or equipment
- use materials handling equipment in a temperature controlled environment as required to undertake work functions
- follow procedures to measure temperature of product, such as use of instrumentation as required to take core and surface temperatures
- read instrumentation, such as temperature gauges, to monitor stores and zone temperatures
- identify and report out-of-specification temperatures in product and storage facilities
- take corrective action in response to out-of-specification temperatures including implementation of procedures to segregate damaged or potentially unsafe product
- complete records of stock receipt and transfer as required
- maintain work area to meet housekeeping standards
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- occupational health and safety (OHS) hazards and controls, including the purpose and limitations of protective clothing and equipment
- temperature controlled storage facilities and capacities available in the work area, such as temperature zones within a single store and concepts (e.g. the Cold Chain compliance) as relevant to work requirements
- temperature control requirements of stock handled in the work area, including acceptable temperature ranges and consequences of failing to meet these ranges, and where required requirements for gradual temperature change
- stock handling procedures for receiving and locating stock within a store, including stock rotation and procedures for identifying, segregating, and disposing of damaged or potentially unsafe stock

REQUIRED SKILLS AND KNOWLEDGE

- stock handling procedures for transferring temperature controlled stock from a temperature controlled environment, including maximum duration stock can be held outside a controlled environment
- food safety and quality consequences of stock temperature control requirements not being met
- monitoring procedures and instrumentation, including use of thermometers or other temperature measuring instrumentation
- notification, recording and reporting requirements
- operating procedures for goods handling equipment as required
- housekeeping requirements for work area
- recording requirements and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify storage requirements of temperature controlled stock • monitor temperature of storage area and stock to ensure standards are maintained • handle and transfer stock to maintain required conditions • identify and act on non-conformances • complete workplace documentation • apply food safety procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • personal protective clothing and equipment • work procedures, including advice on safe work practices, food safety, quality and environmental requirements • temperature storage specifications • stock handling and rotation systems • controlled temperature storage facilities • stock requiring storage • load shifting equipment as required • stock information recording system and procedures.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFOP2007A Work in a freezer storage area • TLIA1407C Use product knowledge to complete work operations • TLID1007C Operate a forklift • TLIK107C Use infotechnology devices and computer

EVIDENCE GUIDE	
	applications in the workplace <ul style="list-style-type: none">• TLID207C Shift a load using manually-operated equipment.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Policies and procedures	Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	<p>Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:</p> <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • manufacturers' advice • standard forms and reports
Temperature controlled stock	<p>Temperature controlled stock may include:</p> <ul style="list-style-type: none"> • stock to be stored at a constant temperature and at different temperatures for given durations
Temperature controlled storage facilities	<p>Temperature controlled storage facilities include:</p> <ul style="list-style-type: none"> • any controlled temperature environment

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFOP2061A Use numerical applications in the workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This is unit of competency covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to undertake workplace calculations or to estimate approximate answers when exact calculations are not required.
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Application of the Unit

Application of the unit	<p>This unit has application in a production environment where basic mathematics may be required to undertake or support work processes. Typical applications of mathematical concepts in the workplace include but are not limited to measuring or estimating product characteristics, such as weight, capacity, time and temperature; measuring and estimating material usage, quantities and ratios; measuring equipment and processing parameters, such as speed/throughput; and calculating entitlements, such as pay, leave entitlements, and shift allowances.</p> <p>The unit requires both calculation and estimation skills with the choice between calculation and estimation dependent on the particular process and sector.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply basic mathematical concepts to calculate workplace information	1.1. Calculation requirements are identified and appropriate method is selected 1.2. Data is obtained from relevant sources and interpreted correctly. 1.3. Calculations are undertaken using addition, subtraction, multiplication and division to support work role
2. Apply basic mathematical concepts to estimate workplace information	2.1. Estimation requirements are identified and appropriate estimation method is selected 2.2. Data is obtained from relevant sources and interpreted correctly. 2.3. Estimations are made to meet work requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify whether a calculation or estimation is required to meet workplace requirements
- carry out calculations involving basic addition, subtraction, division and multiplication to support work role (this may involve use of a calculator and conversion tables where required)
- use estimation techniques to check quantities, ratios, speed and other required data estimates
- use estimation techniques to check calculated results and workplace data
- record calculations and measurement information accurately according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- mathematical processes, including addition, subtraction, multiplication and division
- application of calculation and estimation techniques to meet work requirements
- units of measurement used in the workplace, including whole numbers, fractions and decimals (to one decimal point) (this may include use of conversion charts)
- representation of numerical information relevant to work requirements, such as charts, graphs and tables
- recording requirements and responsibilities where relevant

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify calculation or estimation requirements • carry out calculations involving basic addition, subtraction, division and multiplication • where estimations are used, estimated amounts must be consistent with process or product specification and demonstrate knowledge of measurement units used in the workplace • use estimation techniques to check calculated results and workplace data.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • work tasks requiring simple estimation and calculation • conversion tables, calculators and measuring instruments where required • workplace forms/documents used for recording data where required.
<p>Method of assessment</p>	<p>This unit should be assessed together with other units of competency relevant to the function or work role. Example could be:</p> <ul style="list-style-type: none"> • FDFOP2015A Apply principles of statistical process control.
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Calculations	<p>Calculations may include:</p> <ul style="list-style-type: none"> the use of whole numbers, decimals, fractions and percentages <p>Calculations may be made:</p> <ul style="list-style-type: none"> manually or using calculators and other measuring instruments as appropriate to the task
Estimations	<p>Estimations can be used where the workplace tasks require only an approximate judgment of an amount, ratio, speed, and so on. Estimations can be made from:</p> <ul style="list-style-type: none"> observations of other amounts or measurements supplied data, such as volume or weight information on packaging of raw materials
Conversion charts	<p>Conversion charts are those in common use in the workplace</p>
Results	<p>Results may or may not be recorded depending on workplace requirements</p>
Numerical information	<p>Numerical information may be presented in forms, including:</p> <ul style="list-style-type: none"> simple run charts graphs

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

FDFOP3002A Set up a production or packaging line for operation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to set up multiple production or packaging processes and/or conduct multiple process changeovers for operation by others.
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Application of the Unit

Application of the unit	This unit is appropriate where setup and/or changeovers are not carried out by the equipment or process operator. This unit has application in a food processing production environment. It typically targets the production worker responsible for machine setup.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for line setup	1.1. Materials are confirmed and available to meet production requirements 1.2. Equipment and related accessories are confirmed, available and fit for use to meet production requirements 1.3. Tools and equipment required for line setup are available, operational and fit for use 1.4. Processing parameters and settings are identified to meet production or packaging requirements
2. Set up the line for operation	2.1. Cleaning and maintenance requirements and status are identified and confirmed 2.2. Equipment is inspected to confirm condition 2.3. Machine settings are selected or adjusted as required to meet safety and production requirements 2.4. Processing or packaging parameters are entered as required to meet production requirements 2.5. Equipment performance is checked and adjusted as required 2.6. Pre-start checks are carried out as required by workplace requirements 2.7. Line setup is completed to match production or packaging schedule and operating requirements 2.8. The line is ready and safe to operate and any maintenance requirements are reported according to workplace reporting requirements 2.9. Work is conducted in accordance with workplace environmental guidelines 2.10. Relevant personnel are notified of setup completion

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access production/packing schedule and related information to identify line setup/changeover requirements, such as checking product sequencing and compatibility, confirming that the required cleaning and/or sanitation has occurred and required packaging components and consumables are available as appropriate
- select, fit and use personal protective clothing and/or equipment
- confirm supply of necessary equipment and related attachments, materials and services for production
- confirm supply of necessary equipment and services to carry out setup operations
- set and/or adjust equipment to meet production/packaging requirements, including selecting the required parameters or equipment settings, and changing processing set points as required
- position safety guards and cancel isolation/lockouts ready for operation
- confirm that sensors and related feedback instruments are correctly positioned and operational
- operate equipment to confirm equipment setup and make final adjustments as required
- time setup activities to meet production requirements
- advise affected work areas/personnel of completion of setup
- maintain work area to meet housekeeping standards
- load and/or position materials/ingredients/product and/or packaging consumables according to enterprise procedures
- use the control panel/system to set and adjust equipment components according to enterprise procedures
- conduct routine maintenance according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- basic operating principles of equipment and related accessories, including equipment adjustment points, range and location/alignment requirements of sensors and related feedback instruments, and status and purpose of guards
- operating capacities of equipment used in the work area, such as different types of

REQUIRED SKILLS AND KNOWLEDGE

- equipment and/or components as required by processing operations
- nature of setup/changeover requirements, such as product compatibility and related cleaning requirements, impact of variation in materials or product on setup requirements, equipment and/or attachment changeovers related to given products
- typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- pre-start checks required by setup/changeover
- related processes and personnel dependent on line setup, and communication responsibilities
- isolation, lock out and tag out procedures and responsibilities
- occupational health and safety (OHS) hazards and controls
- procedures and responsibility for reporting equipment performance information
- basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- routine maintenance requirements and procedures where relevant

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • conduct pre-start checks on machinery used for production to determine cleaning, maintenance and operation readiness • determine production parameters and requirements • set up line according to production requirements • take corrective action in response to typical faults and inconsistencies • complete workplace records and communicate line status with other personnel as required • apply safe work practices and identify OHS hazards and controls • safely shut down equipment • apply food safety procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • personal protective clothing and equipment • production/packaging schedule and related advice on setup/changeover requirements • cleaning records/clearance as required • information on equipment capacity and operating parameters • process/packaging equipment and related accessories and services • materials/consumables required by the process • hand tools as required.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFOP2011A Conduct routine maintenance

EVIDENCE GUIDE	
	<ul style="list-style-type: none">• FDFOP2030A Operate a process control interface.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Policies and procedures	Work is carried out according to company procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	<p>Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:</p> <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity <p>When applied to the pharmaceutical industry, relevant Good Manufacturing Practice (GMP) codes apply in place of the Food Standards Code and reference to food safety is replaced by GMP</p>
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • specifications • production schedules and instructions • standard forms and reports
Equipment adjustment	<p>Equipment adjustment may include:</p> <ul style="list-style-type: none"> • limited use of hand tools, such as Allen keys and screwdrivers, within level of responsibility
Confirming cleaning requirements and status	<p>Confirming cleaning requirements and status may involve:</p> <ul style="list-style-type: none"> • accessing cleaning records

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

HLTFA301B Apply first aid

Modification History

Unit Descriptor

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance

Application of the Unit

These skills and knowledge may be applied in a range of situations, including community and workplace settings

Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to first aid, including State/Territory requirements for currency

Application of these skills and knowledge should be contextualised as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries

A current Senior First Aid, Workplace Level 2 or Level 2 qualification may provide evidence of skills and knowledge required by this competency unit. However, as with all evidence of competence, evidence must be assessed against the requirements specified in the competency unit

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Assess the situation	<p>1.1 Identify assess and minimise hazards in the situation that may pose a risk of injury or illness to self and others</p> <p>1.2 Minimise immediate risk to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements</p> <p>1.3 Assess casualty and identify injuries, illnesses and conditions</p>
2 Apply first aid procedures	<p>2.1 Calmly provide information to reassure casualty, adopting a communication style to match the casualty's level of consciousness</p> <p>2.2 Use available resources and equipment to make the casualty as comfortable as possible</p> <p>2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner</p> <p>2.4 Determine and explain the nature of casualty's injury/condition and relevant first aid procedures to provide comfort</p> <p>2.5 Seek consent from casualty prior to applying first aid management</p> <p>2.6 Provide first aid management in accordance with established first aid principles and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements</p> <p>2.7 Seek first aid assistance from others in a timely manner and as appropriate</p> <p>2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures</p>

- 2.9 Use safe manual handling techniques as required
- 2.1 Monitor **casualty's condition** and respond in accordance with effective first aid principles and procedures
- 2.1 Finalise casualty management according to casualty's needs and first aid principles
- 3 Communicate details of the incident
 - 3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant **communication media and equipment**
 - 3.2 Accurately convey assessment of casualty's condition and management activities to ambulance services /other emergency services/relieving personnel
 - 3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures
 - 3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management in line with established procedures
 - 3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies
- 4 Evaluate own performance
 - 4.1 Seek feedback from **appropriate clinical expert**
 - 4.2 Recognise the possible psychological impacts on rescuers of involvement in critical incidents
 - 4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

ARC Guidelines relating to provision of first aid as outlined

Working knowledge of:

basic principles and concepts underlying the practice of first aid

procedures for dealing with major and minor injury and illness

priorities of management in first aid when dealing with life threatening conditions

basic occupational health and safety requirements in the provision of first aid

infection control principles and procedures, including use of standard precautions

chain of survival

first Aiders' skills and limitations

Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to

First aid management of:

abdominal injuries

allergic reactions

altered and loss of consciousness

bleeding

burns - thermal, chemical, friction, electrical

cardiac arrest

casualty with no signs of life

chest pain

choking/airway obstruction

injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations

envenomation - snake, spider, insect and marine bites

environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke

fractures

medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions

near drowning

poisoning and toxic substances (including chemical contamination)

respiratory distress

seizures

shock

stroke

substance misuse - common drugs and alcohol, including illicit drugs

Awareness of stress management techniques and available support

Social/legal issues:

duty of care

need to be culturally aware, sensitive and respectful

importance of debriefing

confidentiality

own skills and limitations

Essential skills:

Ability to:

Conduct an initial casualty assessment

Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines and/or State/Territory regulations, legislation and policies and industry requirements and respond appropriately to contingencies in line with own skills

Demonstrate correct procedures for performing CPR using a manikin, including standard precautions (i.e. as per unit **HLTCPR201A Perform CPR**)

Apply first aid principles

Infection control, including use of standard precautions

Follow OH&S guidelines

Demonstrate:

safe manual handling

consideration of the welfare of the casualty

ability to call an ambulance

site management to prevent further injury

Provide assistance with self-medication as per subject's own medication regime and in line with State/Territory legislation, regulations and policies and any available medical/pharmaceutical instructions

Administer medication in line with state/territory regulations, legislation and policies

Prepare a written incident report or provide information to enable preparation of an incident report

Communicate effectively and assertively in an incident

Make prompt and appropriate decisions relating to managing an incident in the workplace

Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition

Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols

Evaluate own response and identify appropriate improvements where required

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package. The evidence guide supplements assessment requirements that apply to all units in this Training Package. Users of this evidence guide should first read the package's assessment guidelines.

Critical aspects of assessment:

Assessment must include demonstrated evidence of specified Essential Knowledge and Essential Skills identified in this competency unit

Competence should be demonstrated working individually and, where appropriate, as part of a first aid team

Consistency of performance should be demonstrated over the required range of situations relevant to the workplace or community setting

Currency of first aid knowledge and skills is to be demonstrated in line with State/Territory regulations, legislation and policies, ARC and industry guidelines

Context and resources required for assessment:

Skills in performing first aid procedures are to be assessed through demonstration, with questioning to confirm essential knowledge

For assessment purposes, demonstration of skills in CPR procedures requires using a model of the human body (resuscitation manikin) in line with Australian Resuscitation Council Guidelines

Access and equity considerations:

All workers in the health industry should be aware of access and equity issues in relation to their own area of work

All workers should develop their ability to work in a culturally diverse environment

In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people

Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Contextualisation to address specific requirements may include:

Focus on first aid management of specific types of injury

First aid provision under specific constraints or circumstances (e.g. in confined spaces, in maritime work environment or in work environment involving identified risks/hazards)

Established first aid principles include:	Preserve life Prevent illness, injury and condition(s) becoming worse Promote recovery Protect the unconscious casualty
Vital signs include:	Consciousness Breathing Circulation
A hazard is:	A source or situation with the potential for harm in terms of human injury or ill-health, damage to property, the environment, or a combination of these
Hazards may include:	Physical hazards Biological hazards Chemical hazards Hazards associated with manual handling
Risks may include:	Risks from equipment, machinery and substances Risks from first aid equipment Environmental risks Exposure to blood and other body substances Risk of further injury to the casualty Risks associated with the proximity of other workers and bystanders Risks from vehicles

Casualty's condition is managed for:

Abdominal injuries
Airway obstruction
Allergic reactions
Altered and loss of consciousness
Bleeding
Burns - thermal, chemical, friction, electrical
Chest pain/cardiac arrest
Injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations
Near drowning
Envenomation - snake, spider, insect and marine bites
Environmental conditions such as hypothermia, hyperthermia, dehydration, heat stroke
Fractures
Medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions
No signs of life
Poisoning and toxic substances (including chemical contamination)
Respiratory distress/arrest
Seizures
Shock
Stroke
Substance misuse - common drugs and alcohol, including illicit drugs.

First aid management must take into account applicable aspects of:

The setting in which first aid is provided, including:

workplace policies and procedures
industry/site specific regulations, codes etc.

OHS requirements

state and territory workplace health and safety legislative requirements

location and nature of the incident

situational risks associated with, for example, electrical and biological hazards, weather, motor vehicle accidents

location of emergency services personnel.

The use and availability of first aid equipment and resources

Infection control

Legal and social responsibilities of first aider

Resources and equipment are used appropriate to the risk to be met and may include:

AED

First aid kit

Auto-injector

Puffer/inhaler

Resuscitation mask or barrier

Spacer device

Communication media and equipment may include but are not limited to:

Telephones, including landline, mobile and satellite phones

HF/VHF radio

Flags

Flares

Two way radio

Email

Electronic equipment

Hand signals

Appropriate clinical expert may include:

Supervisor/manager

Ambulance officer/paramedic

Other medical/health worker

Documentation may include:

Injury report forms

Workplace documents as per organisation requirements

Documentation may include recording:

Time

Location

Description of injury

First aid management

Fluid intake/output, including fluid loss via:

blood

vomit

faeces

urine

Administration of medication including:

time

date

person administering

dose

Vital signs

Unit Sector(s)

MSACMG701A Prepare for and implement change

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the establishment of the preconditions for the implementation of a change such as a 'step change' or a change resulting from a problem solving exercise such as a kaizen blitz. The unit can be applied to sub sections of an enterprise such as a team, area or department, or in the case of a small or medium sized manufacturer, to the whole enterprise.
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Application of the Unit

Application of the unit	<p>This unit is intended for team leaders and people with a similar sphere of influence/scope of authority and responsibility. It applies to individuals who are already familiar with change leadership in a competitive manufacturing environment through either previous study or industry experience. Where this is not the case MSACMC410A Lead change in a manufacturing environment may be completed to supply the necessary skills.</p> <p>Skills covered by this unit are applied in an organisation after a desired change has already been identified. This unit may also be applied in service organisations applying competitive manufacturing principles.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define the change	1.1. Determine the purpose of the change 1.2. Identify key change project personnel 1.3. Record the current state that the change is addressing 1.4. Develop a consensus view of the intended future state including indicators of a successful change 1.5. Develop an agreed statement of the solution 1.6. Identify the health, safety and environment (HSE) impacts of the change 1.7. Determine the scope of the change project including taking into account the impact of the solution on any codes of practice, standards, contracts, commercial or industrial agreements 1.8. Obtain sign off from key change project personnel
2. Identify personnel required to implement the change and their roles	2.1. Develop a high level change network map 2.2. Identify employees, suppliers or customers who may be required to implement the change 2.3. Identify other demands on these people during the change 2.4. Investigate priorities, synergies and conflicts 2.5. Take appropriate action to resolve conflicts
3. Assess and manage the change related risks	3.1. Identify organisational capacity for the change including available resources and ability to absorb any disruption during the change 3.2. Clarify specific risk dimensions for this change 3.3. Develop appropriate transition approach
4. Build high level change plans	4.1. Develop high level involvement plan 4.2. Develop high level communication plan to all stakeholders 4.3. Develop high level competency development plan for all implementers 4.4. Develop high level alignment plan
5. Implement and sustain the change	5.1. Implement change plans 5.2. Check change objectives have been met 5.3. Transfer ownership of post change operations from change agents where relevant 5.4. Ensure support structures are in place 5.5. Check alignments have been obtained

ELEMENT	PERFORMANCE CRITERIA
	5.6. Check competencies have been developed and will be maintained 5.7. Ensure base line is defined for continuous improvement 5.8. Review project and capture learning from the project 5.9. Take action to sustain improvement by standardising

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<ul style="list-style-type: none"> • decision making • communication at all levels • situation analysis
Required knowledge
<ul style="list-style-type: none"> • competitive manufacturing principles • change management • workplace strategy and vision • methods of determining competency gaps • project planning and management

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Demonstrates skills and knowledge required to:</p> <ul style="list-style-type: none"> • prepare for and deliver change. <p>In particular look for evidence of:</p> <ul style="list-style-type: none"> • communication with all stakeholders • development of consensus • development and implementation of plans.
Context of and specific resources for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.</p>
Method of assessment	<ul style="list-style-type: none"> • Assessment must satisfy the endorsed assessment guidelines of the Manufacturing Training Package. • Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge. • Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application. • Assessment may be applied under project related conditions (real or simulated) and require evidence of process. • Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the

EVIDENCE GUIDE	
	<p>particular circumstance, but is able to be transferred to other circumstances.</p> <ul style="list-style-type: none">• Assessment may be in conjunction with assessment of other units of competency where required.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Change project personnel	<p>Change project personnel include:</p> <ul style="list-style-type: none"> the decision makers who determine if the proposed change may proceed and the key managers and implementers of the change
Current state	<p>The current state is ideally defined by existing data. Where this is not available suitable proxies should be sought</p>
Codes of practice/standards	<p>Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used</p>
Health, safety and environment (HSE)	<p>All changes implemented should be at least neutral, or preferably beneficial, in their impact on health, safety and environment</p>
High level change network	<p>High level change network includes groups involved in the change and who need to be committed to the change and include:</p> <ul style="list-style-type: none"> sponsors cascading change sponsors targets agents advocates enablers impeders
Organisation	<p>Organisation includes:</p> <ul style="list-style-type: none"> any part of a manufacturing or service organisation companies, government bodies or other body of people aiming to produce a product to service a customer
Key change project personnel	<p>Key change project personnel include:</p>

RANGE STATEMENT	
	<ul style="list-style-type: none"> • project sponsors • cascading sponsors • relevant managers • change agents
Sponsor	<p>Project sponsors include:</p> <ul style="list-style-type: none"> • those people who proposed the project and are its main supporters
Cascading sponsor	<p>A cascading sponsor refers to:</p> <ul style="list-style-type: none"> • a person who reports to a sponsor and so may be contributing on their behalf <p>A cascading sponsor works with delegated authority and responsibility</p>
Risks	<p>Risks include:</p> <ul style="list-style-type: none"> • business risks for example over spending • market risk, for example, loss of market share • HSE risks • relationship risks, for example, to shareholders, employees, suppliers, customers or the community
Organisation capacity	<p>Organisation capacity includes:</p> <ul style="list-style-type: none"> • organisation history of implementing change • capability in change implementation • adaptability of people to change • demand for the change in the part of the organisation
Risk dimensions	<p>Specific risk dimensions include:</p> <ul style="list-style-type: none"> • impact of the solution - its potential for disruption to production, quality, delivery and budgets • readiness of people to accept the change including readiness to accept changes in role and responsibilities • availability of resources including financial, plant and equipment, and dedicated personnel
Transition approach	<p>Transition approach will depend on the nature of the risks determined and will include:</p> <ul style="list-style-type: none"> • transition style (top down/pilot/process

RANGE STATEMENT	
	<p>focused/ delegated change)</p> <ul style="list-style-type: none"> • degree of sponsorship to be cascaded • balance of engagement/involvement • internal and/or external resources • use of change to build organisation capacity
High level involvement plans	<p>High level involvement plans aim to create ownership by involving groups in specific activities within defined constraints of:</p> <ul style="list-style-type: none"> • objectives for involvement • decision parameters and • timing of involvement <p>The specific activities include:</p> <ul style="list-style-type: none"> • problem/opportunity identification • solution design • implementation/transition planning • solution building • solution testing • solution piloting • training design • training delivery • communication roll out • solution roll out
Alignment plan	<p>Alignment plan ensures alignment and sustainability between:</p> <ul style="list-style-type: none"> • policies, processes and procedures • incentives and rewards (key performance indicators (KPIs) and intended outcomes) • consequences and penalties for non-compliance • preventing pre-change behaviours and patterns recurring
Sustaining improvement	<p>Improvement may be sustained by including it in:</p> <ul style="list-style-type: none"> • standard procedures and work instructions • standard practice • other relevant documents and practices
Team leader	<p>Team leader may include:</p> <ul style="list-style-type: none"> • any person who may have either a permanent or an ad hoc role in facilitating the function of

RANGE STATEMENT	
	a team in a workplace

Unit Sector(s)

Unit sector	CM Graduate
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSACMG706A Build relationships between teams in a manufacturing environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the development of an attitude of respect for individuals in teams and trust between individuals, teams, supervisors and management in order to develop a suitable culture for implementing and sustaining competitive manufacturing initiatives.
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Application of the Unit

Application of the unit	<p>This unit is intended for team leaders and people with a similar sphere of influence/scope of authority and responsibility. It builds on more general competitive manufacturing graduate units and specifically addresses inter-team issues. The unit also encompasses intra-team issues where these are a barrier. The unit envisages a specialist facilitation role in assisting with implementing an enterprise competitive manufacturing culture.</p> <p>It is also about developing a 'whole of value chain' view so that there is not competition between individuals or teams, but rather cooperation to achieve organisation and value stream goals with competition being directed towards other organisations competing in the marketplace.</p> <p>This unit may also be applied to service organisations applying competitive manufacturing principles.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify organisational relationships	1.1. Map actual and intended process flows within and between teams 1.2. Map actual and intended communication/information/data flows within and between teams 1.3. Identify and map other interactions (actual and intended) within and between teams 1.4. Determine the consequences in terms of customer benefit of intended flows/interactions 1.5. Determine the consequences in terms of customer benefit of the actual flows/interactions
2. Foster cooperation within team	2.1. Present relationships information to team members 2.2. Discuss areas where greater cooperation would yield benefits 2.3. Agree on ways to achieve greater cooperation in these areas 2.4. Facilitate team implementation of agreed changes
3. Foster cooperation between teams	3.1. Present relationships information to teams/team representatives 3.2. Discuss areas where greater cooperation would yield benefits 3.3. Agree on ways to achieve greater cooperation in these areas 3.4. Obtain any necessary approvals for proposed changes 3.5. Facilitate implementation by teams of agreed changes
4. Identify sources of tension, conflict or competition	4.1. Examine team and individual key performance indicators (KPIs) for sources of conflict/competition 4.2. Examine flows and interactions for possible sources of conflict and competition 4.3. Observe interactions between team members and identify tensions, conflicts and competition 4.4. Observe interactions between teams and identify tensions, conflicts and competition 4.5. Observe response to change and resistance to change
5. Reduce causes of tension, conflict or competition	5.1. Draft modified KPIs to reduce causes of conflict and competition 5.2. Draft modified systems causing conflicting flows and interactions

ELEMENT	PERFORMANCE CRITERIA
	5.3. Facilitate discussions within and between teams to identify causes of tensions, conflicts and competition 5.4. Facilitate discussions to develop a consensus solution to identified causes of tensions, conflicts and competition 5.5. Obtain any required approvals for suggested/drafted changes 5.6. Facilitate the implementation of the agreed solutions 5.7. Take actions to ensure agreed changes become standard practice

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- decision making
- communication at all levels
- negotiation
- conflict resolution
- situation analysis

Required knowledge

- competitive manufacturing principles
- organisational goals and processes
- types of KPIs, their applications and limits
- continuous improvement
- communication methods
- process mapping, communication and people interaction mapping
- customer perception of benefits

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Demonstrates skills and knowledge required to:</p> <ul style="list-style-type: none"> critically examine relationships within and between teams and to take action to improve them. <p>In particular look for evidence of:</p> <ul style="list-style-type: none"> identification of relationships/relationship maps identification of sources of conflict/tension consensus development of improvement plans implementation of those plans and a rechecking of the subsequent relationships.
Context of and specific resources for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.</p>
Method of assessment	<ul style="list-style-type: none"> Assessment must satisfy the endorsed assessment guidelines of the Manufacturing Training Package. Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge. Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application. Assessment may be applied under project related conditions (real or simulated) and require evidence of

EVIDENCE GUIDE	
	<p>process.</p> <ul style="list-style-type: none">• Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.• Assessment may be in conjunction with assessment of other units of competency where required.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Codes of practice/standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used
Health, safety and environment (HSE)	All changes implemented are expected to be at least neutral, or preferably beneficial in their impact on health, safety and environment
Relationship between organisational teams	<p>Organisational teams may include:</p> <ul style="list-style-type: none"> • downstream customer teams • upstream supplier teams • support teams (maintenance, IT) <p>Relationship between teams includes:</p> <ul style="list-style-type: none"> • the impact of teams on each others' work expressed in competitive manufacturing terms <p>Impacts covered could include:</p> <ul style="list-style-type: none"> • supplier, customer and support team impacts on: <ul style="list-style-type: none"> • flow • pull • takt time • waste
Cooperation within teams	<p>Cooperation within team may include:</p> <ul style="list-style-type: none"> • assistance with problem solving • dealing with disruptions to flow • dealing with variations of flow level/volume • dealing with variations in quality/quantity/timeliness
Key performance indicators (KPIs)	<p>KPIs may include:</p> <ul style="list-style-type: none"> • reward systems • systems (formal and informal) which

RANGE STATEMENT	
	encourage some types of behaviour over others
Resistance to change	Resistance to change may be: <ul style="list-style-type: none"> overt or covert
Stakeholders	Stakeholders include: <ul style="list-style-type: none"> work team members, value chain members as well as other stakeholders
Team leader	Team leader may include: <ul style="list-style-type: none"> any person who may have either a permanent or an ad hoc role in facilitating the function of a team in a workplace

Unit Sector(s)

Unit sector	CM Graduate
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSACMG803A Develop models of future state manufacturing practice

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the establishment of processes for identifying future state models of best manufacturing practice that are then used as the template for both strategic decision making and goal setting. It may be applied to whole organisations or significant sections of the value chain.
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Application of the Unit

Application of the unit	<p>This unit applies in an environment where manufacturing practices are standardised and there is a culture that accepts sustaining improvements and building on them. It is intended for managers and people with a similar sphere of influence.</p> <p>This unit applies to individuals who are familiar with competitive manufacturing, value chain mapping, and culture improvement. Where this is not the case the following units can be completed to supply the necessary skills:</p> <ul style="list-style-type: none"> • MSACMS600A Develop a competitive manufacturing system • MSACMS601A Analyse and map a value chain • MSACMC613A Facilitate holistic culture improvement in a manufacturing enterprise. <p>This unit may also be applied to service organisations applying competitive manufacturing principles.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a shared future state model	1.1. Establish an appropriate representative team 1.2. Analyse a value chain map of an appropriate section of the value chain 1.3. Determine the current state of practice across the value chain 1.4. Identify overall organisation strategy, direction and competitive manufacturing philosophy 1.5. Validate view with process/system owner
2. Develop and review a collaborative best practice model	2.1. Develop a future state model of practice 2.2. Review model with process/system owners and other stakeholders across the value chain as appropriate 2.3. Modify model to deliver better results for the customer and reduce wastes 2.4. Develop implementation plan in consultation with stakeholders
3. Provide the resources necessary to move to the future state	3.1. Identify changes required to infrastructure 3.2. Determine benefit/cost for required changes 3.3. Prioritise required changes 3.4. Obtain required authorisations 3.5. Facilitate the provision of resources needed to implement plan
4. Review future state model	4.1. Manage the implementation of improvements 4.2. Identify measures of progress towards agreed future state 4.3. Review progress towards future state 4.4. Agree methods of improving areas which could progress better 4.5. Agree on methods for evaluating future state 4.6. Validate measures and methods with relevant managers

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- decision making
- communication at all levels
- situation analysis

Required knowledge

- competitive manufacturing principles
- workplace strategy and vision
- ways of determining competency gaps

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Demonstrates skills and knowledge required to:</p> <ul style="list-style-type: none"> critically review current and future state maps and ensure their alignment with organisation strategy and philosophy. <p>In particular look for evidence of:</p> <ul style="list-style-type: none"> analysis of value chain maps reviewing of progress towards future state and taking corrective action alignment of future state with organisation strategy.
Context of and specific resources for assessment	<p>Assessment may occur on the job or in an appropriately simulated environment. Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.</p>
Method of assessment	<ul style="list-style-type: none"> Assessment must satisfy the endorsed assessment guidelines of the Manufacturing Training Package. Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge. Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application. Assessment may be applied under project related conditions (real or simulated) and require evidence of

EVIDENCE GUIDE	
	<p>process.</p> <ul style="list-style-type: none">• Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.• Assessment may be in conjunction with assessment of other units of competency where required.
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the language and literacy capacity of the candidate and the work being performed.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Codes of practice/standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used
Health, safety and environment (HSE)	All changes implemented are expected to be at least neutral, or preferably beneficial, in their impact on health, safety and environment
Organisation	<p>Organisation includes:</p> <ul style="list-style-type: none"> • any part of a manufacturing or service organisation • companies, government bodies or other body of people aiming to produce a product to service a customer
Representative team	<p>Representative team includes:</p> <ul style="list-style-type: none"> • members from the value chain representing key parts of that chain and may, or may not, include members from outside the organisation
Current state	<p>Current state of manufacturing practice includes:</p> <ul style="list-style-type: none"> • output quantities and qualities • variability in quality and quantity • up time • causes and times for the different wastes • key performance indicators (KPIs) • investment hurdle rates and actual rates of return • HSE indicators • reliability indicators • other indicators appropriate to the organisation and its technology and processes
Infrastructure	Infrastructure includes:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • policies and procedures • plant and equipment • materials, energy, utilities and other consumables • workforce arrangements including employee numbers, organisation structure, competencies and competency mix
Future state model of practice	<p>The model of practice will be an improved future state model which will:</p> <ul style="list-style-type: none"> • help achieve the required organisation strategy and philosophy • give direction to improvements and actions • include forecasts of: <ul style="list-style-type: none"> • output quantities and qualities • variability in quality and quantity • HSE indicators • reliability/up time • rates of return • other indicators appropriate to the organisation and its technology and processes
Measures of progress	<p>Measures of progress include:</p> <ul style="list-style-type: none"> • those metrics and other indicators defined and agreed before the commencement of implementation which provide feedback on the progress towards the future state
Competitive philosophy	<p>Competitive philosophy includes that body of knowledge and techniques which together guides an organisation towards achieving best practice in their processes and includes:</p> <ul style="list-style-type: none"> • manufacturing practice • lean manufacturing • agile manufacturing
Prioritising action	<p>Prioritising of actions may include:</p> <ul style="list-style-type: none"> • benefit/cost analysis • readiness analysis • tactical survival response
Manager	<p>Manager may include:</p>

RANGE STATEMENT	
	<ul style="list-style-type: none"> any person who may have either a permanent or an ad hoc role in facilitating the function of multiple teams in a workplace, departments or entire organisations

Unit Sector(s)

Unit sector	CM Graduate
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL904001A Perform standard calibrations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to calibrate test and measurement equipment in accordance with standard calibration procedures and documented test methods. These procedures/methods specify all associated reference standards, materials, equipment and methods to be used and the required parameters or quantities and ranges to be tested, including the criteria for rejection or approval.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory and calibration technicians who carry out tests and/or calibrations using standard calibration methods in first, second and third party laboratories, and laboratories where testing and/or calibration forms part of inspection or product certification. Personnel are not permitted to deviate from explicit instructions in any manner, modify the procedure, nor substitute alternative equipment. They work under limited supervision and results of their work are interpreted and checked by the laboratory supervisor, quality inspector or designated signatory.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare items for calibration	1.1. Select the authorised calibration procedure in accordance with enterprise procedures 1.2. Identify hazards and use appropriate personal protective equipment, safety equipment and procedures 1.3. Confirm all measuring equipment meets the laboratory's specification requirements and complies fully with the calibration procedure 1.4. Assemble and set up specified reference standards and associated equipment prior to testing 1.5. Verify performance of reference standards and measuring equipment prior to use and adjust or calibrate as necessary 1.6. Identify and minimise potential sources of measurement error
2. Perform calibration	2.1. Perform individual tests without variance according to the documented procedure to ensure repeatability of measurement 2.2. Confirm readings are the result of a valid measurement and record data as required (as-found or before adjustment) 2.3. Adjust device under test to bring readings within specification and record data (as-left or after adjustment) if required 2.4. Analyse resulting test data to detect trends or inconsistencies that would significantly affect the accuracy or validity of test results 2.5. Seek appropriate advice when interpretation of results is outside authorised scope of approval
3. Document results	3.1. Document compliance/non-compliance with requirements of test and/or specifications 3.2. Estimate and document uncertainty of measurement in accordance with enterprise procedures, if required 3.3. Record the results of each test/calibration accurately, unambiguously and objectively 3.4. Ensure confidentiality of enterprise information
4. Finalise calibration	4.1. Prepare and issue a final report on the job/item detailing testing carried out, traceability, statement of compliance and relevant information as required 4.2. Report any non-compliance and verify next course of

ELEMENT	PERFORMANCE CRITERIA
	action with supervisor 4.3. Attach calibration labels, equipment stickers, quality control tags and tamper resistant seals as required in enterprise procedures 4.4. Store test equipment/measurement standards and results in accordance with enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- selecting and applying appropriate test methods and calibration procedures
- maintaining close attention to procedures, accuracy and precision of measurement to ensure the integrity of test/calibration results
- using calibration and correction charts
- calculating to give results in appropriate accuracy, precision and units
- preparing test/calibration documentation that is accurate and complies with requirements
- operating equipment correctly and safely
- recognising problems or departures in systems and documentation and initiating actions to prevent or minimise them
- recognising and report opportunities for improvements to procedures

Required knowledge

Required knowledge includes:

- purpose of metrology and calibration, including common terminology, concepts, principles, procedures, and applications
- National Association of Testing Authority's (NATA) and National Measurements Institute's (NMI) role in the measurement and testing system in Australia
- traceability, including legal requirements for traceability
- requirements for the competence of testing and calibration laboratories (e.g. AS ISO/IEC 17025) as they affect job role and responsibilities
- hierarchy and appropriate selection of reference materials and instruments
- non-conformance/non-compliance procedures and protocols associated with equipment, reference material and calibration procedures
- troubleshooting procedures for equipment and test methods
- methods for statistical analysis (means, ranges and standard deviations) and estimation of uncertainty of measurement (may include the use of software)
- reporting procedures and legislative requirements
- handling, transport, storage and operation of reference and working standards
- laboratory environmental control requirements
- relevant health, safety and environmental requirements
- layout of the enterprise, divisions and laboratory
- organisational structure of the enterprise
- lines of communication
- role of laboratory services for the enterprise and customers

REQUIRED SKILLS AND KNOWLEDGE

Specific calibration fields

Additional knowledge requirements may apply for different calibration fields. For example, testing and calibrations conducted in the following:

- acoustic and vibration measurement
- chemical testing
- construction materials testing
- electrical testing
- heat and temperature measurement
- mechanical testing
- metrology
- non-destructive testing
- optics and radiometry
- pressure measurements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • maintain very close attention to procedures, accuracy and precision of measurement to ensure integrity of test/calibration results (especially during lengthy tests) • critically examine each calibration step to ensure repeatability and validity of data • apply all relevant procedures and regulatory requirements to ensure the quality and integrity of the services or data provided • prepare test/calibration documentation that is accurate and complies with requirements • operate equipment correctly and safely • recognise problems or departures in systems and documentation and initiate actions to prevent or minimise them • recognise and report opportunities for improvements to procedures.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924001 Process and interpret data</i> • <i>relevant MSL974000 series unit of competency</i> • <i>relevant MSL975000 series unit of competency.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • specialised calibration/test equipment, reference standards and laboratory facilities • access to a library of calibration methods, procedures and equipment specifications • enterprise quality manual and procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of calibration results, uncertainty calculations and workplace documentation completed by the

EVIDENCE GUIDE

	<p>candidate</p> <ul style="list-style-type: none"> • feedback from supervisors and/or customers regarding quality of calibration services provided by the candidate • observation of the candidate performing standard calibrations • oral or written questioning to check underpinning knowledge of standard calibration procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Background</p> <p>Calibration work may be simple or highly complex depending upon the type of equipment being calibrated and the accuracy or uncertainties required. Manual calibrations may involve interconnecting equipment and setting the stimulus devices to the settings listed in the procedure. At each setting, the technician must verify that the response or output of the unit under test (UUT) is within the tolerances specified in the procedure. In addition, many procedures require that 'as-found' (before adjustment) and 'as-left' (after adjustment) results are recorded for maintaining the UUT documentation history.</p> <p>Often calibration technicians must assess and document the total uncertainties for a given measurement by analysing equipment specifications and methodology</p>

EVIDENCE GUIDE

during calibration. They have to interpret specifications and technical information and demonstrate initiative when adjusting and repairing instruments.

The calibration technician's workload can be routine and repetitive. A perpetual backlog of work and the constant need to reduce turn-around-time to meet client demands, coupled with enterprise productivity goals, can induce stress and mental fatigue if not carefully managed.

However, it is essential that all personnel are able to perform tests and associated work tasks without undue pressure that might influence technical judgement if 'integrity of measurement' is to be retained. Errors arising from items incorrectly calibrated will, at best, have to be recalled which wastes time, resources and destabilises enterprise credibility. At worst, if undetected, they may have severe safety implications to personnel or equipment, depending on the nature of the item.

Calibration (1)

A customer delivers a test pressure gauge and requires certification that the gauge conforms to manufacturer's specifications. Personnel in the item reception area log the job and the laboratory supervisor assigns it to a calibration technician. He/she reads the work order and retrieves the approved calibration procedure. The procedure requires the customer's gauge to be tested to 1000 kPa using a hydraulic test station. The technician assembles the required apparatus and personal protective equipment. The gauge is visually inspected for defects and contamination. The temperature of the environment is checked and the hydraulic test station confirmed as fully operational. The required pressures are applied to the gauge and the indicated readings are transcribed onto the test report. The technician notes that some readings are outside the allowable tolerance and adjustments will have to be made. He/she takes another set of readings after making the necessary adjustments and records them on the report. The technician applies the required labels to the gauge, updates the database, produces a test report and places the item on the quality assurance bench for inspection by the supervisor. The supervisor visually inspects the item and checks the readings on the report. The job has taken two hours to complete.

Calibration (2)

A client has asked the laboratory to calibrate a spectrum

EVIDENCE GUIDE

analyser to manufacturer's specification. The supervisor assigns the job to a calibration technician who reads the job sheet and locates the appropriate calibration procedure. Although this spectrum analyser will be calibrated partly with the aid of automated technology, the technician estimates that the calibration will still take about nine hours to complete. The technician reads the procedure and assembles the equipment and allows for the required warm-up time for instrument stabilisation. Possible sources of error are minimised by cleaning connectors and tensioning them with the torque spanner. The technician performs the manual phase of the test and manually records 12 pages of results. The equipment is reconnected for the automated part of the procedure the test recommenced. The technician produces a further six pages of results. These are assessed for errors and non-conformances and all calculations are carefully checked. A final report is produced which accompanies the spectrum analyser to the quality assurance bench for checking by the supervisor. All cables and equipment used for the calibration are returned to the store.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise procedures may include:

- Australian and international standards, such as:
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS ISO 9001:2008 Quality management systems - Requirements
 - AS/NZS ISO 10005:2006 Quality management systems - Guidelines for quality plans
 - AS/NZS ISO 10012:2004 Quality assurance requirements for measurement equipment
 - ISO 5725 Accuracy (trueness and precision) of measurement methods and results
 - ISO/IEC Guide 98-3:2008 Uncertainty of measurement - Part 3 Guide to the expression of uncertainty in measurement (GUM)
- Eurachem/CITAC Guide CG4 Quantifying uncertainty in analytical measurement
- material safety data sheets (MSDS)
- enterprise recording and reporting procedures and standard operating procedures (SOPs)
- quality manuals, equipment and operating/technical manuals
- test methods and calibration procedures (validated and authorised)
- test methods and calibration procedures

RANGE STATEMENT	
	<p>published by international, national or regional standards, reputable technical organisations, scientific texts or journals and equipment manufacturers</p> <ul style="list-style-type: none"> • incident and accident/injury reports • schematics, work flows, laboratory layouts and production and laboratory schedules
Standard calibrations	<p>Standard calibrations may include testing and/or calibrating the following equipment and reference materials using standard methods and procedures:</p> <ul style="list-style-type: none"> • test equipment, such as anemometers, balances, barometers, calipers, environmental chambers, hygrometers, manometers, masses, micrometers, pressure equipment, spectrophotometers, tape measures, rules, temperature (digital) indicating systems, thermometers, thermocouples, timing devices, vibration analysis equipment and weighing instruments • electrical reference standards, such as air-lines, analogue meters, attenuators, bridges-manual balance, capacitors, DC voltage references, digital instruments (calibrators, DMMs, electronic transfer standards), inductors, instrument and ratio transformers, instrument transformer test sets, potentiometers, resistors, radio frequency (RF) power meters, RF thermistor mounts and thermal converters, shunts, time interval and frequency standards, transfer standards AC-DC, voltage dividers, volt ratio boxes and watt-hour references • working standards, instruments and testing equipment, such as electromagnetic compatibility (EMC) test equipment, field strength meters, flammability test equipment, gauges/test fingers/test pins, hipot testers, impact hammers, impulse testers, instrument calibrators, network analysers, signal generators and spectrum and harmonic analysers
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • electric shock • disturbance or interruption of services

RANGE STATEMENT	
	<ul style="list-style-type: none"> • manual handling of heavy equipment boxes • sources of electromagnetic radiation (lasers and RF generators/transmitters) • fluids under pressure • heat sources, such as ovens
Safety procedures	<p>Safety procedures may include:</p> <ul style="list-style-type: none"> • use of personal protective equipment, such as hearing protection, gloves, safety glasses and coveralls • ensuring access to service shut-off points • handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning of equipment and work areas
Reference materials	<p>Reference materials may include:</p> <ul style="list-style-type: none"> • colour standards • graded granular materials • hardness blocks
Communication	<p>Communication may be with:</p> <ul style="list-style-type: none"> • supervisors and managers (laboratory, quality and customer service) • peers and other laboratory or relevant technical personnel • clients and end users of equipment • external auditors, or accreditation agency for example, NATA • manufacturers of equipment and suppliers of spare parts and materials
Working environment	<p>The working environment will have a controlled environment but may include:</p> <ul style="list-style-type: none"> • purpose-built designed facility • mobile facility in the field
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these

RANGE STATEMENT	
	<p>requirements must not be compromised at any time</p> <ul style="list-style-type: none"> • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Calibration
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL916005A Manage complex projects

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to interpret complex technical briefs, determine project methodologies and resource requirements, establish project plans, manage projects to successful conclusions and evaluate project outcomes.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to senior technical officers and laboratory supervisors working in all industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These can be found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret brief and design feasible project plan	1.1. Interpret and confirm project objectives, deliverables, constraints and principal work activities 1.2. Determine resource requirements, including personnel, equipment and materials 1.3. Develop a detailed implementation plan for the project outlining methodology, milestones and budget 1.4. Identify roles and responsibilities of project team members 1.5. Analyse quality requirements to ensure compliance with quality standards 1.6. Develop risk management strategies and risk management plans to ensure successful and timely outcomes
2. Establish and implement project plan	2.1. Brief team members about the project and allocate roles and responsibilities, balancing job roles and skills development opportunities 2.2. Establish communication and reporting mechanisms 2.3. Implement agreed time management strategies to ensure milestones are met 2.4. Apply agreed quality requirements to measure performance and outcomes
3. Manage project	3.1. Monitor and report progress of activities in relation to the project plan 3.2. Ensure income and expenditure is in line with the agreed project plan and budget 3.3. Work with the team to analyse and diagnose problems and to determine corrective actions 3.4. Implement agreed variations to the plan to accommodate changing situations 3.5. Maintain accurate records and communication with stakeholders and project team members
4. Finalise project	4.1. Ensure project objectives are met and deliverables are provided on time and within budget 4.2. Complete all reporting requirements
5. Evaluate project methodology	5.1. Assess the effectiveness of resource management in delivering project outcomes 5.2. Evaluate the effectiveness of communication processes used throughout the project

ELEMENT	PERFORMANCE CRITERIA
	5.3.Recommend improvements for future projects

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- analysing a complex technical brief and preparing a feasible project implementation plan
- establishing a project team and implementing a project in response
- reaching milestones within budget
- consulting and communicating effectively to ensure the project outcomes are achieved
- maintaining accurate records and documentation in accordance with the enterprise procedures
- selecting and establishing operational systems for the project
- planning work activities, resources and finances to ensure the project outcomes are achieved within the timeframe and budget constraints
- monitoring and evaluating the progress of the project

Required knowledge

Required knowledge includes:

- purpose and methods of planning
- techniques for monitoring timelines, expenditure and team performance
- techniques for achieving effective communication and cooperation
- techniques for troubleshooting, problem solving and conflict resolution
- reporting requirements
- techniques for evaluation and continuous improvements
- relevant health, safety and environment requirements
- laboratory's business goals and key performance indicators

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • analyse a complex technical brief and prepare a feasible project implementation plan • establish a project team and implement a project in response • reach milestones within budget • consult and communicate effectively to ensure project outcomes are achieved • maintain accurate records and documentation in accordance with enterprise procedures • select and establish operational systems for the project • plan work activities, resources and finances to ensure project outcomes are achieved within the timeframe and budget constraints • monitor and evaluate the progress of the project.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL916002A Manage and develop teams</i> • <i>MSL936001A Maintain quality system and continuous improvement processes within work/functional area.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • procedures and documentation typically used by the enterprise • scheduling charts/strategic plans • GANTT charts • operational reports • financial plans • sample budgets.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of reports, operational budgets and project

EVIDENCE GUIDE

	<p>plans generated by the candidate</p> <ul style="list-style-type: none"> • review of project outcomes and customer satisfaction • questioning/interview to assess underpinning knowledge • feedback from project team and management • review of documented examples of quality performance improvements achieved and examples of significant problems solved • observation of the candidate's interaction with project team. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
<p>This competency in practice</p>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>A cosmetics manufacturing company decided to upgrade the image of a product range which included lipsticks, nail lacquers, hair shampoos and conditioners. A technical specialist coordinated the project and organised input from marketing, development, quality assurance and production personnel. The production boundaries were defined through consultation with marketing and it was decided to update shades of shaded products and introduce natural ingredients wherever possible. The project had to be completed within a reasonably short timeframe and within a tight budget which placed overall constraints on the way the project could be handled. After developing and gaining approval for an</p>

EVIDENCE GUIDE

implementation plan, team members were briefed and development samples produced for approval. Product characteristics were checked and recommendations made for adjustments until each product met requirements. When pilot batch manufacture had been successfully completed, project development processes were fully documented and then passed to production to allow for efficient development of production batches.

Environmental

The quality team in a laboratory has set a goal of getting reports out more quickly and assigned the coordination of the project to one of the senior technical officers. The officer prepared an outline of the project, a timeframe, a resource list and budget. Specific tasks were allocated to members of the quality team according to their abilities and existing work commitments. The officer monitored the project's progress by tracking and adjusting elements as necessary. After the development of a final draft for the revised procedures, a draft project report was prepared for consideration by the quality team.

Food processing

A dairy company currently uses an imported cocoa-based product for the chocolate flavouring of their milk. Following a feasibility study of a range of ingredients, it was decided to investigate further an alternative source on the basis of cost. A technical specialist prepared a project plan that included required personnel, materials, equipment and a detailed GANTT chart. Key personnel from quality assurance, production, engineering, product development and marketing were chosen for the project team. The project was monitored to confirm progress, control expenditure and review the suitability of the alternative product source. At the end of the project, the technical specialist assessed the outcomes and prepared a detailed report that recommended the use of a local ingredient.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used
Complex projects	Complex projects may include: <ul style="list-style-type: none"> • development or modification of products and services • acquisition and commissioning of new equipment • commissioning of laboratory facilities • appraisal of supplies • development of applications for customers • validation of analytical methods and/or equipment • quality improvement or corrective action teams • restructuring of laboratory services • reclassification of staff and staffing levels
Records	Records may include: <ul style="list-style-type: none"> • lists of potential costs, invoices and payment records • project and/or enterprise files and records • reports to clients, personnel and higher management • risk management plans and log books • diaries, scheduling charts and other charts
Communication	Communication may include: <ul style="list-style-type: none"> • computer generated communication • customers, stakeholders, external authorities and project team • reports, briefs, minutes, letters, oral briefings, advice and conversations and telephone calls

RANGE STATEMENT	
Resources	Resources may include: <ul style="list-style-type: none"> • personnel • budget • equipment, materials and facilities • computer project planning programs
Occupational health and safety (OHS) and environmental management requirements	OHS and environmental management requirements: <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Communication/organisation
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		

MSL922001A Record and present data

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.
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Application of the Unit

Application of the unit	This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Record and check data	1.1. Enter data into laboratory information system or record sheets as directed 1.2. Check data to identify transcription errors or atypical entries 1.3. Rectify errors in data using enterprise procedures
2. Calculate simple scientific quantities	2.1. Calculate simple scientific quantities using given formulae and data 2.2. Ensure calculated quantities are consistent with estimations and expectations 2.3. Report all calculated quantities with appropriate precision and units
3. Present data in tables, charts and graphs	3.1. Present data accurately in tables and charts using given formats and scales 3.2. Recognise and report obvious features and trends in data
4. Store and retrieve data	4.1. File and store data in accordance with enterprise procedures 4.2. Maintain enterprise confidentiality standards

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- performing simple calculations
- preparing and interpreting straightforward tables, graphs and charts
- applying calculations in the workplace
- coding, recording and checking data accurately
- presenting accurate results in the required format
- recognising obvious trends in data
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements

Required knowledge

Required knowledge includes:

- concepts of metrology
- the international system of units (SI)
- relevant scientific and technical terminology
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- conversion of units involving multiples and submultiples
- significant figures, estimation, approximation, rounding off
- substitution of data in formulae
- calculations involving fractions, decimals, proportions and percentages
- procedures for maintaining and filing records, security of data

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • accurately code, check and record data in the required format • calculate simple scientific quantities • recognise obvious trends in data • maintain the confidentiality of data.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit may be assessed with technical units, such as:</p> <ul style="list-style-type: none"> • <i>MSL973001A Perform basic tests</i> • <i>MSL973002A Prepare working solutions</i> • <i>MSL973007A Perform microscopic examination.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • data sets and records • computer and relevant software or laboratory information system • relevant enterprise procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of data worksheets, calculations, graphs and tables prepared by the candidate • review of records transcribed, maintained or stored by the candidate • feedback from supervisors and peers • observation of the candidate as they record data and perform calculations • questions to assess understanding of relevant procedures and trends in data. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made</p>

EVIDENCE GUIDE

	<p>to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Construction materials</p> <p>A laboratory assistant is given 20 soil samples and asked to test their moisture content by weighing each sample, placing them in an oven for 24 hours and then reweighing them. The assistant performs the tests in accordance with the standard method and then calculates the % water content by dividing the weight loss by the wet weight and multiplying by 100. He/she checks the results. After entering them into the laboratory information management system (LIMS), they notice that they are consistently less than the previous results recorded for soils at the same site. The assistant reports the discrepancy to the supervisor who checks whether the oven was operated at the required temperature. The supervisor then discovers that the assistant has calculated the moisture content by dividing the weight loss by the wet weight instead of the dry weight. The assistant recalculates the moisture content for the 20 samples and notes that the results are now consistent with previous results.</p> <p>Manufacturing</p> <p>On Friday, a laboratory assistant performs the routine set of temperature, pressure and humidity measurements at 10 sites in a refinery. They enter the data on a pre-prepared data sheet that also contains the data recorded for the previous days of that week. The assistant checks the data for any significant variations to that recorded previously. They notice that for site #5, the temperature reading is 250(C which is 100(C below the expected value. The assistant repeats the measurement</p>

EVIDENCE GUIDE

and gets the same result. After returning to the laboratory, the assistant enters the data into the LIMS and reports the odd result to their supervisor. The supervisor contacts the site manager and finds out that the pipeline at site #5 has been isolated as part of unscheduled maintenance in that part of the site.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used
Standards, codes, procedures and/or enterprise requirements	Standards, codes, procedures and/or enterprise requirements may include: <ul style="list-style-type: none"> • Australian and international standards such as: <ul style="list-style-type: none"> • AS ISO 1000-1998 The international system of units (SI) and its application • national measurement regulations and guidelines
Concepts of metrology	Concepts of metrology may include: <ul style="list-style-type: none"> • that all measurements are estimates • measurements belong to a population of measurements of the measured parameters • repeatability • precision • accuracy • significant figures • sources of error • uncertainty • traceability
Data	Data may be recorded on: <ul style="list-style-type: none"> • worksheets • spreadsheets or databases linked to information management systems Data may include results of: <ul style="list-style-type: none"> • observations • tests and measurements • surveys Data may be presented in the form of:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • graphs • tables • control charts • semi-quantitative observations expressed on a scale (for example, 1 to 4 or + to ++++)
Simple calculations	<p>Simple calculations may be performed with or without a calculator or computer software and may include scientific quantities such as:</p> <ul style="list-style-type: none"> • decimals, fractions, ratios, proportions and percentages • perimeters, areas, volumes and angles • concentration • unit conversion, multiples and submultiples • use of significant figures, rounding off, estimation and approximation • substitution of data in formulae • conversions between SI units • areas (m²) and volumes (mL, L, m³) of regular shapes (e.g. packaging and moulds) • average mass, mass %, density, specific gravity, moisture, relative and absolute humidity • ratios, such as mass to mass, mass to volume and volume to volume percentages • industry specific ratios, such as g/cm², kg/m² • concentration (for example, g/100mL, mg/L, mg/(L, dilution mL/L) • statistical values such as mean, median, mode and standard deviation • average count, colonies per swab surface and cell counts (live and dead/total) • process variables, such as pressure, velocity and flow rates • % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc • food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability
Obvious features and trends in	Obvious features and trends in data could include:

RANGE STATEMENT	
data	<ul style="list-style-type: none"> • maximum and minimum values • spread of data • increasing/decreasing data, rate of change • outliers, data beyond control limits or normal range
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Data
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		

MSL924001A Process and interpret data

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.
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Application of the Unit

Application of the unit	This unit of competency is applicable to laboratory assistants, field/laboratory technicians and instrument operators in all industry sectors. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Retrieve and check data	1.1. Store and retrieve data using appropriate files and/or application software 1.2. Verify the quality of data using enterprise procedures 1.3. Rectify errors in data using enterprise procedures
2. Calculate scientific quantities	2.1. Calculate statistical values for given data 2.2. Calculate scientific quantities using given formulae and data and estimate uncertainties 2.3. Ensure calculated quantities are consistent with estimations and expectations 2.4. Report all calculated quantities using the appropriate units and correct number of significant figures
3. Present data in tables, charts and graphs	3.1. Present data in clearly labelled tables and charts 3.2. Graph data using appropriate scales to span the range of data or display trends 3.3. Report all data using the appropriate units and number of significant figures
4. Interpret data in tables, charts and graphs	4.1. Interpret significant features of graphs, such as gradients, intercepts, maximum and minimum values, and limit lines 4.2. Recognise and report trends in data
5. Keep accurate records and maintain confidentiality	5.1. Transcribe information accurately 5.2. Verify the accuracy of records following enterprise procedures 5.3. File and store workplace records in accordance with enterprise procedures 5.4. File all reference documents logically and keep them up-to-date and secured 5.5. Observe enterprise confidentiality standards

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- performing calculations of scientific quantities
- using scientific notation
- applying the concepts of metrology
- applying calculations to the workplace
- coding, recording and checking of data accurately
- presenting accurate results in the required format
- preparing graphs, tables and charts (pie, bar, histogram) and interpreting trends
- preparing and interpreting process control charts
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements

Required knowledge

Required knowledge includes:

- concepts of metrology
- the international system of units (SI)
- relevant scientific and technical terminology
- uncertainty associated with measurement steps
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- converting units involving multiples and submultiples
- significant figures, rounding off, estimating, approximating
- transposing and evaluating formulae
- calculations involving fractions, decimals, proportions and percent
- determining statistical values of data such as mean, median, mode and standard deviation
- procedures for maintaining and filing records, and maintaining security of data

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • code, record and check the documentation of data • calculate scientific and statistical quantities relevant to the workplace and present accurate results in the required format • recognise anomalies and trends in data • maintain the confidentiality of data in accordance with workplace and regulatory requirements • keep records up-to-date and secure.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924002A Use laboratory application software</i> • technical units, such as: <ul style="list-style-type: none"> • <i>relevant MSL973000 series units of competency</i> • <i>relevant MSL974000 series units of competency.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • data sets and records • computer and relevant software or laboratory information system • relevant workplace procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of data worksheets, calculations, computer files (such as spreadsheets, databases, statistical analysis), graphs, tables and/or charts prepared by the candidate • review of records transcribed, maintained or stored by the candidate • feedback from supervisors and peers • questions to assess understanding of relevant procedures and trends in data • observation of the candidate as they process data, file

EVIDENCE GUIDE

	<p>and store records.</p> <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>A laboratory assistant in a materials testing laboratory was performing routine tensile tests on samples of vinyl sheet. The assistant converted the readings from the machine to appropriate units using a simple calculation and recorded them in the logbook for that test method. After comparing these test results with previous results for the same type of vinyl material, the assistant found that the tensile strength was within the required range. However, it was at the lower rather than the upper end of the range as in previous testing. The assistant discussed the results with the laboratory supervisor. The calibration file for that machine showed that it had been calibrated four months previously and had not needed adjustment. Test results for the same period showed that the machine was giving lower than normal tensile strength readings for the few higher strength materials tested over the last two months. The assistant did some more checks and confirmed this trend. The machine was re-calibrated by the instrument company and the frequency of internal calibration checks by the laboratory assistant was increased. This problem would not have been detected or corrected as quickly without the assistant's initiative and competent recording and retrieval of test results and</p>

EVIDENCE GUIDE

calibration information.

Biomedical

A technical assistant works in a team with laboratory scientists and technical officers. Analyses of electrolytes are routine and occur in large volume throughput even in this small diagnostic laboratory. The assistant is assigned tasks that contribute to the overall production of results, their reporting and the quality control evaluation of the results. One task is the daily collection of the electrolyte analyses from the internal quality control area. In this case, the technical assistant plots the results on a Levy-Jennings graph and computes the mean value. The assistant reports immediately to the supervisor if the plots show deviations which indicate out-of-control results.

Food processing

Cooking and holding temperatures greatly affect the nutrient composition of processed foods. The CSIRO provides documentation of nutrient losses with temperature variations. For cooked foods, there is the added problem of microbial growth in the so called 'danger zone'. In one laboratory, the technical assistant conducts simple testing of foods using a temperature probe and also measures the temperature of the storage areas, holding trays or bainmaries and individual tray units. Careful documentation of the temperatures of the foods and times of measurement must be kept. The technical assistant supplies the data as tables and a plot of temperature versus time. For quality control purposes, the assistant is directed to use a cross reference of mercury thermometer readings versus probe measurements for ambient temperature. The assistant plots the thermometer readings against the probe readings and reports to the supervisor if the plot shows a slope other than the defined value.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
 - AS ISO 1000-1998 The international system of units (SI) and its application
 - ISO 5725 Accuracy (trueness and precision) of measurement methods and results
 - ISO/IEC Guide 98-3:2008 Uncertainty of measurement - Part 3 Guide to the expression of uncertainty in measurement (GUM)
- Eurachem/CITAC Guide CG4 Quantifying uncertainty in analytical measurement
- national measurement regulations and guidelines
- National Association of Testing Authorities (NATA) Technical notes
- material safety data sheets (MSDS)
- equipment manuals and warranty, supplier catalogues and handbooks
- sampling and test procedures and standard operating procedures (SOPs)
- enterprise quality manual and customer quality plan
- validation of the equipment and associated software where applicable
- validation of spreadsheets developed in-house for assay and process calculations

Concepts of metrology

Concepts of metrology may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • that all measurements are estimates • measurements belong to a population of measurements of the measured parameters • repeatability • precision • accuracy • significant figures • sources of error • uncertainty • traceability
Data	<p>Data may be recorded on:</p> <ul style="list-style-type: none"> • worksheets • spreadsheets • databases linked to information management systems <p>Data may include results of:</p> <ul style="list-style-type: none"> • observations • tests and measurements • analyses • surveys • quality assurance and control assessments <p>Data may be presented in the form of:</p> <ul style="list-style-type: none"> • graphs • tables • histograms • pie charts • bar charts • control charts • semi-quantitative observations and be expressed on a scale (for example, 1 to 4 or + to +++)
Calculations	<p>Calculations may be performed:</p> <ul style="list-style-type: none"> • with or without a calculator • using computer software, spreadsheets, databases and statistical packages
Calculations of scientific quantities	<p>Calculated of scientific quantities may include:</p> <ul style="list-style-type: none"> • converting units involving multiples and submultiples

RANGE STATEMENT	
	<ul style="list-style-type: none"> • significant figures, round off, estimate and approximate • transposing and evaluating formulae • fractions, decimals, proportions and percentages • perimeters and angles • percentage and absolute uncertainties in measurements and test results • statistical values of data, such as mean, median, mode and standard deviation • areas (m²) and volumes (mL, L, m³) of regular shapes, such as packaging • dose (mg), average mass, mass percentage, density, specific gravity, moisture, relative and absolute humidity, viscosity and permeability • ratios, such as mass to mass, mass to volume and volume to volume percentages • concentration, such as molarity, g/100mL, mg/L, mg/(L, ppm, ppb, dilution mL/L • average count, colonies per swab surface and cell counts, such as live and dead/total • process variables, such as pressure, gauge pressure, velocity and flow rates • biological oxygen demand (BOD), chemical oxygen demand (COD) and total organic carbons (TOC) • % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc • food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability • stress, strain, moduli and force
Records	<p>Records could include information associated with:</p> <ul style="list-style-type: none"> • purchase of equipment and materials, service records • safety procedures • history of calibration and test results
Occupational health and safety (OHS) and environmental	OHS and environmental management requirements:

RANGE STATEMENT	
management requirements	<ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Data
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL925001A Analyse data and report results

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to perform scientific calculations, analyse trends and uncertainty in data and report results within the required timeframe.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to technical officers and laboratory technicians working in all industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These can be found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	<i>MSL924001A</i>	<i>Process and interpret data</i>

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform scientific calculations	1.1. Ensure raw data are consistent with expectations and reasonable ranges 1.2. Calculate scientific quantities involving algebraic, power, exponential and/or logarithmic functions 1.3. Ensure calculated quantities are consistent with estimations 1.4. Present results using the appropriate units, uncertainties and number of significant figures
2. Analyse trends and relationships in data	2.1. Determine linear and non-linear relationships between sets of data 2.2. Prepare and analyse control charts to determine if a process is in control 2.3. Identify possible causes for out-of-control condition 2.4. Follow enterprise procedures to return process to in-control operation
3. Determine variation and/or uncertainty in data distributions	3.1. Organise raw data into appropriate frequency distributions 3.2. Calculate means, medians, modes, ranges and standard deviations for ungrouped and grouped data 3.3. Interpret frequency distributions to determine the characteristics of the sample or population 3.4. Calculate standard deviations and confidence limits for means and replicates 3.5. Estimate the uncertainty in measurements using statistical analysis 3.6. Determine data acceptability using statistical tests and enterprise procedures
4. Check for aberrant results	4.1. Identify results that cannot be reconciled with sample, sample documentation, testing procedures and/or expected outcomes 4.2. Determine appropriate actions in consultation with supervisor as required
5. Report results	5.1. Use charts, tables and graphs to present results in the required format 5.2. Verify that entry of data and results are correct 5.3. Prepare reports in a format and style consistent with their intended use and enterprise guidelines 5.4. Communicate results within the specified time and in accordance with enterprise confidentiality and

ELEMENT	PERFORMANCE CRITERIA
	security guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- performing laboratory computations
- calculating scientific quantities
- statistical analysis
- graphical analysis
- reporting results in the required formats and expected timeframe
- storing, retrieving and manipulating data following document traceability procedures
- maintaining the security and confidentiality of data in accordance with workplace and regulatory requirements

Required knowledge

Required knowledge includes:

- relevant scientific and technical terminology such as: variables, dispersion, central tendency, process control, process stability, normal distribution, confidence level and replication
- calculations involving evaluation of formulae containing algebraic, power, exponential and/or logarithmic functions
- preparation and interpretation on linear and non-linear graphs, complex control charts and frequency distribution plots
- determination of regression line equations, correlation coefficients
- statistical analysis and significance tests, such as t-test, f-test, analysis of variance (ANOVA)
- data acceptability tests, such as Q, T and Youden
- the characteristics of a valid measurement
- relevance/importance of the national measurement legislation and guidelines to laboratory measurement
- sources and estimates of uncertainty in measurements
- procedures for data traceability
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and maintaining security of data

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • store, retrieve and manipulate data following document traceability procedures • calculate scientific quantities relevant to their work and present accurate results in the required format • analyse data to determine relationships between variables • prepare frequency distributions for given data, calculate and interpret measures of central tendency and dispersion • prepare and interpret control charts and take appropriate actions • maintain the security and confidentiality of data in accordance with workplace and regulatory requirements • report results in the required formats and expected timeframe.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924002A Use laboratory application software</i> • technical units, such as: <ul style="list-style-type: none"> • <i>relevant MSL974000 series units of competency</i> • <i>relevant MSL975000 series units of competency.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • data sets and records • computer and relevant software or laboratory information system • relevant workplace procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of data worksheets, calculations, computer files (such as spreadsheets, databases), statistical analysis, graphs and/or tables prepared by the

EVIDENCE GUIDE

	<p>candidate</p> <ul style="list-style-type: none"> • questions to assess understanding of relevant procedures, trends in data and sources of uncertainty • review of reports prepared by the candidate • feedback from supervisors and peers regarding the candidate's ability to analyse and report data in accordance with enterprise procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
<p>This competency in practice</p>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>Before pharmaceutical products can be approved for use in Australia, they must be tested for shelflife in their Australian sales packs. The shelf life of a preparation is the time of storage which results in a preparation becoming unfit for use, either through chemical decomposition of the active substances or physical deterioration of the preparation. Stability profiles are determined by storing the preparation under a range of temperature conditions and evaluating it at predetermined time intervals. For example, a technical assistant may be required to evaluate the physical parameters of the new tablet to detect any changes in its appearance, hardness, friability, disintegration and dissolution profile. The assistant regularly assays the tablets using a stability indicating assay. The results are plotted and the information gained is used to predict the</p>

EVIDENCE GUIDE

period of time for which the tablets will meet the appropriate standards for physical characteristics, purity and potency when stored under defined conditions.

Biomedical

Supplementation of vitamins and minerals in the diet as a means to avert a clinical problem is a popular area of research, linking epidemiological and clinical investigation with food analyses. In the example of folate, such combined studies have led to the fortification of a number of foods and the requirement for folate supplementation for women of child bearing age. A typical project team would involve medical staff, a dietician and a scientific or technical officer to perform the assays. One possible line of study is to control the level of supplementation for the person and introduce the micronutrient in a dose form over and above that given in a controlled baseline diet. Blood samples would be collected and the serum micronutrient levels assayed. The technical officer would be responsible for keeping the statistical quality control data and analysing the assays. The technical officer would work with the research team to correlate the serum levels with the dose input. To contribute effectively, the technical officer must understand the significance of the relationships between collected test data and the controlled experimental variables.

Food processing

A state government analytical laboratory recently performed comparative assays of (-)-carotene using ultraviolet-visible (UV-VIS) spectrometric and high performance liquid chromatography (HPLC) techniques. In any procedure where the assay is to be replaced, side by side analyses must be performed on multiple samples and the correlations between the data compared statistically. The two procedures are then developed or modified for local laboratories and a routine procedure developed. At this point, technical officers would assay the samples by the two methods. They would ensure that all procedures were followed with close attention to quality control. Precision would be assessed through frequent assays of the same samples. Sensitivity of the assay would be assessed by performing the assay over a range of sample concentrations. The technical officers would carefully document the procedures and record all

EVIDENCE GUIDE	
	data for later validation. They may also provide preliminary graphical representations of data for their supervisor.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used
Standards, codes, procedures and/or enterprise requirements	<p>Standards, codes, procedures and/or enterprise requirements may include:</p> <ul style="list-style-type: none"> • Australian and international standards such as: <ul style="list-style-type: none"> • AS ISO 1000-1998 The international system of units (SI) and its application • Eurachem/CITAC Guide CG4 Quantifying uncertainty in analytical measurement • ISO 5725 Accuracy (trueness and precision) of measurement methods and results • ISO/IEC Guide 98-3:2008 Uncertainty of measurement - Part 3 Guide to the expression of uncertainty in measurement (GUM) • national measurement regulations and guidelines • National Association of Testing Authorities (NATA) Technical notes • material safety data sheets (MSDS) • equipment manuals and warranty, supplier catalogues and handbooks • sampling and test procedures and standard operating procedures (SOPs) • enterprise quality manual and customer quality plan • validation of the equipment and associated software, where applicable • validation of spreadsheets developed in-house for assay and process calculations
Data records	<p>Data records may include:</p> <ul style="list-style-type: none"> • worksheets • spreadsheets or databases linked to information

RANGE STATEMENT	
	<p>management systems</p> <ul style="list-style-type: none"> • the results of tests, measurements, analyses and surveys
Scientific and technical terminology	<p>Scientific and technical terminology may include:</p> <ul style="list-style-type: none"> • variables • dispersion • central tendency • process control • process stability • normal distribution • confidence level • replication
Laboratory computations	<p>Laboratory computations may include:</p> <ul style="list-style-type: none"> • algebraic, logarithmic, exponential and power functions • calculations involving fractions, decimals, ratios, proportions and percentages • evaluation of formulae containing powers, exponents and logarithms functions • use of scientific notation, correct units and correct number of significant figures • calculation of uncertainties • preparation and interpretation of linear, semi-log and log-log graphs • calculation and interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation • determination of regression line equations and correlation coefficients • preparation and interpretation of more complex control charts and frequency distribution plots
Calculations of scientific quantities	<p>Calculations of scientific quantities may include:</p> <ul style="list-style-type: none"> • percentage and absolute uncertainties in measurements and test results • dose (mg), dilution(1:10), concentration (molarity, g/mL, mg/L, ppm, ppb) • pH, [H⁺], [OH⁻], buffer calculations, K_a, pK_a, K_b, pK_b, K_w • solubility constants K_s, pK_s • radioactivity:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • half life, dose, activity and exposure • optical properties: <ul style="list-style-type: none"> • absorbance/transmittance, path length, extinction coefficient, concentration (Beers law) and detection limits • electrical properties: <ul style="list-style-type: none"> • conductivity, resistivity and dielectric constants • mechanical properties: <ul style="list-style-type: none"> • stress, strain, elastic moduli, yield strength and hardness • thermal properties: <ul style="list-style-type: none"> • heat capacity, thermal expansion, thermal conductivity and thermal resistance • food content (%) of water, ash, dietary and crude fibre, carbohydrate, protein, fat and specific vitamin • quantities associated with quality control monitoring, assessment and reporting
Graphical analysis	<p>Graphical analysis may include:</p> <ul style="list-style-type: none"> • determination of linear, logarithmic, exponential and power relationships • regression lines and interpretation of correlation coefficients • preparing frequency distributions for given data • calculating and interpreting measures of central tendency and dispersion
Calculations	<p>Calculations may be performed:</p> <ul style="list-style-type: none"> • with a calculator • without a calculator • with computer software such as: <ul style="list-style-type: none"> • spreadsheets • databases • statistical packages
Statistical analysis	<p>Statistical analysis may include the use of:</p> <ul style="list-style-type: none"> • histograms, frequency plots, stem and leaf plots, boxplots and scatter plots • probability and normal probability plots • Pareto diagrams, Stewhart control charts and

RANGE STATEMENT	
	<p>CuSum control charts</p> <ul style="list-style-type: none"> • regression methods for calibration, linearity checks and comparing analytical methods • analysis of variance (ANOVA) • data acceptability tests, such as Q, T and Youden
Records	<p>Records may include information associated with:</p> <ul style="list-style-type: none"> • purchase of equipment and materials • service records • safety procedures • history of calibration and test results
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Data

Competency field

Competency field	Data

Co-requisite units

Co-requisite units		

MSL933001A Maintain the laboratory/field workplace fit for purpose

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory assistants and instrument operators working in all industry sectors.</p> <p>This unit of competency forms a major part of the work of laboratory assistants. They work in accordance with work instructions and standard operating procedures which incorporate all relevant aspects of occupational health and safety (OHS) legislation and the codes, guidelines, regulations and Australian standards applying to environmental hazards and dangerous goods.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean work preparation areas	1.1. Clean preparation areas using appropriate cleaning agents and equipment according to enterprise procedures 1.2. Remove spillages, if they occur, using appropriate agents, personal protective equipment and enterprise procedures 1.3. Collect and segregate wastes in accordance with enterprise procedures, relevant codes and regulations
2. Clean and store equipment	2.1. Collect used equipment, inspect for faults and, where necessary, remove from service 2.2. Use appropriate agents, apparatus and techniques to clean equipment 2.3. Store clean equipment in the designated locations and manner
3. Monitor stocks of materials and equipment	3.1. Perform stock checks and maintain records of usage as directed 3.2. Store labelled stocks for safe and efficient retrieval 3.3. Inform appropriate personnel of impending stock shortages to maintain continuity of supply
4. Maintain a safe work environment	4.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other personnel 4.2. Report potential hazards and/or maintenance issues in own work area to designated personnel 4.3. Minimise the generation of wastes and environmental impacts 4.4. Dispose of wastes in accordance with enterprise procedures, relevant codes and regulations

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- safely cleaning work preparation areas and equipment using appropriate cleaning agents, equipment and techniques
- safely removing spillages and disposing of wastes
- minimising the exposure to hazards of self, others and the laboratory
- safely storing equipment and materials using enterprise procedures, relevant codes and guidelines
- monitoring and reporting stock levels and the condition of laboratory materials and equipment
- keeping accurate, up-to-date records
- reporting potential hazards and maintenance issues using enterprise procedures

Required knowledge

Required knowledge includes:

- enterprise procedures for the cleaning of work preparation areas, materials and equipment
- storage requirements for specific materials and equipment
- enterprise procedures for minimisation and disposal of waste
- enterprise procedures for monitoring of laboratory stocks
- information contained in material safety data sheets (MSDS) for materials handled regularly during the performance of maintenance tasks
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • follow enterprise procedures, relevant codes and guidelines when maintaining the laboratory/field workplace • work safely and minimise exposure of hazards to self, others and the laboratory • keep accurate up-to-date records and report potential hazards and maintenance issues.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL943002A Participate in laboratory/field workplace safety.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • access to work preparation areas, stocks, materials and equipment • cleaning, decontamination and/or disinfection agents and equipment • personal protective equipment • stock order forms, labels and records/forms.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • observation of the candidate's techniques for cleaning and/or removal of spillages and waste disposal • review of stock records completed by the candidate • feedback from supervisors and peers • questioning to assess underpinning knowledge of regulations and procedures where direct observation is difficult (such as dealing with hazards) and choice of materials and equipment. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess</p>

EVIDENCE GUIDE	
	<p>directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>On receipt of a bulk container of cleaning or sanitising agent, a laboratory assistant always attached to the container a description of its method of use. The assistant also attached a list of the surfaces, apparatus, utensils and machines that could be safely treated with that chemical agent as outlined in the company's quality manual. This practice reduced the likelihood of misuse of the chemical, wastage, damage to equipment and inadequate cleaning and sanitation.</p> <p>Biomedical and environmental</p> <p>Laboratory assistants and technical officers routinely examine fluids for micro-organisms using a microscope. They examine fluids, such as urine, seawater, chlorinated pool water, water from catchment areas and bottled water. To maintain microscopes in working order, they thoroughly clean the stage, oculars and each objective after use and sometimes between samples. The 100X objective requires particular care since this is the oil immersion objective. The oil is slightly acidic and will slowly corrode the objective if it is not cleaned thoroughly and regularly. After using the 100X objective they also take care not to drag the other objectives through the oil.</p> <p>Food processing</p> <p>A laboratory assistant regularly uses standard pH</p>

EVIDENCE GUIDE

solutions to calibrate the laboratory's pH meters. The assistant is aware from the label that the shelf life of these solutions after opening is two months and records the opening and disposal dates on the container. The assistant is also aware that the shelf life of unopened buffer solutions is twelve months from the date of manufacture and monitors this by noting the production date on the bottle. Requests for stock replacement take into account the normal rate of use of these buffer solutions so that unopened bottles have not reached their expiry date before use.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
 - AS 1678 Emergency procedure guide - Transport
 - AS 1940-2004 Storage and handling of flammable and combustible liquids
 - AS 2252 Biological safety cabinets
 - AS 3780-2008 The storage and handling of corrosive substances
 - AS 4332-2004 The storage and handling of gases in cylinders
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 1269 Set:2005 Occupational noise management set
- AS/NZS 1337 Eye protection
- AS/NZS 2161 Set:2008 Occupational protective gloves set
- AS/NZS 2210:1994 Occupational protective footwear
- AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS 2243.8:2006 Safety in laboratories - Fume cupboards
 - AS/NZS 2865 Set:2005 Safe working in a confined space set
 - AS/NZS 2982.1:1997 Laboratory design and construction - General requirements

RANGE STATEMENT

- AS/NZS 4187:2003 Cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of associated environments in health care facilities
- AS/NZS 4452:1997 The storage and handling of toxic substances
- AS/NZS 4501 Set:2008 Occupational clothing set
- AS/NZS ISO 14000 Set:2005 Environmental management standards set
- animal welfare legislation and codes of practice
- Australian code of good manufacturing practice for medicinal products (GMP)
- Australian Dangerous Goods Code
- Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations 1982
- Australian Quarantine and Inspection Service (AQIS) Import Guidelines
- Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice
- enterprise or standard operating procedures (SOPs)
- equipment manuals and warranties, supplier catalogues and handbooks
- gene technology regulations
- guide to physical containment levels and facility types
- HB 9-1994 Occupational personal protection
- material safety data sheets (MSDS)
- National Code of Practice for the labelling of workplace substances (NOHSC:2012 (1994))
- national environment protection measures
- National Health and Medical Research Council (NHMRC) Guidelines
- national measurement regulations and guidelines
- occupational health and safety (OHS) national standards and codes of practice
- principles of good laboratory practice (GLP)
- Therapeutic Goods Regulations 1009

RANGE STATEMENT	
Equipment, material procedures and facilities	<p>Equipment, material procedures and facilities may include:</p> <ul style="list-style-type: none"> • animal cages • autoclaves • balances • blenders, centrifuges and separating equipment • brushes • cell counters and staining machines • colorimeters/spectrometers and polarimeters • compaction rammers and soil classification equipment • conductivity meters and pH meters • dishwashers, refrigerators, freezers, ovens, microwave ovens, incubators and water baths • disintegration apparatus, thermometers and incubators • fume hoods, biohazard containers and biological safety cabinets • gas cylinders • glassware, plastic ware; glass, plastic and quartz cuvettes • hotplates, mantles, burners and muffle furnaces • instrument chart recorders, penetrometers, force measuring equipment and tensiometers • light and fluorescence microscopes • melting point apparatus, viscometers and hardness testing equipment • microtomes and tissue processors • mixing and separating equipment such as centrifuges, riffers and splitters and mixers • noise meters and blasting meters • optical microscopes • pipettes, burettes and volumetric glassware • shovels, scoops, plates, rods, cylinder moulds and buckets • steel ruler/tapes and spirit levels • thermometers, thermohygrographs, instrument chart recorders, hydrometers, pH meters and ion-selective electrodes • ultrasonic cleaners • vehicles

RANGE STATEMENT	
Typical materials	<p>Typical materials may include:</p> <ul style="list-style-type: none"> • consumable items, such as syringes, pipette tips, weigh boats • disposable clothing and personal protective equipment • distilled water, reagents, chemicals, disinfectants, detergents, agar media and plates • equipment spares, such as fuses, bulbs and batteries • oils/lubricants, fuels, industrial gases and cryogenics, such as dry ice and liquid nitrogen • paper and stationery • reference samples and standards
Maintenance	<p>Maintenance may include:</p> <ul style="list-style-type: none"> • checking serviceability before storage • cleaning • prevention of contamination • storing
Cleaning requirements	<p>Cleaning requirements may include:</p> <ul style="list-style-type: none"> • decontamination and/or disinfection • hygiene monitoring • minimising environmental impacts • operation of automatic cleaning apparatus, such as pipette washer, ultrasonic cleaners and dishwashers • sterilisation and disposal of wastes using boiling, high pressure air or steam, microwaves, chemicals, gas, filtration, ultraviolet radiation and autoclaving • use of specialised techniques, such as chromic acid baths and soaking in hypochlorite
Preparation areas	<p>Preparation areas may include:</p> <ul style="list-style-type: none"> • benches • fume cupboards • sheds • sinks
Agents for cleaning	<p>Agents for cleaning may include:</p> <ul style="list-style-type: none"> • cleaning solutions

RANGE STATEMENT	
	<ul style="list-style-type: none"> • decontaminants • organic solvents
Spillages	<p>Spillages may include:</p> <ul style="list-style-type: none"> • chemicals • radioactive materials • biologically active materials
Wastes	<p>Wastes may include:</p> <ul style="list-style-type: none"> • broken glass • batteries • disposable personal protective equipment • excess test samples • micro-organisms • plastic and metals • sharps • solvents • spent reagents • spent samples and test pieces • used containers, boxes, bags and palettes
Stock records	<p>Stock records may include:</p> <ul style="list-style-type: none"> • calibration and maintenance history • data sheets • handbooks, warranty documents, catalogues, manuals and MSDS • records of usage, loans and breakages
Communication	<p>Communication could involve other people, such as:</p> <ul style="list-style-type: none"> • laboratory, production, administration and cleaning staff • internal/external contractors • emergency personnel
Maintenance issues	<p>Maintenance issues could involve:</p> <ul style="list-style-type: none"> • checking materials and equipment are fit for purpose • equipment malfunction • hygiene issues • potential hazards, incidents and emergencies • recycling and waste disposal

RANGE STATEMENT	
	<ul style="list-style-type: none"> • spillages, leakages, breakages and contamination • stock requirements and shortages
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • aerosols from broken centrifuge tubes and pipetting • chemicals, such as acids, heavy metals, pesticides and hydrocarbons • crushing, entanglement and cuts associated with moving machinery or falling objects • cryogenics, such as dry ice and liquid nitrogen • electric shock • fluids under pressure, such as steam and industrial gas cylinders • manual handling, working at heights and working in confined spaces • microbiological organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • occupational overuse syndrome, slips, trips and falls • pedestrian and vehicular traffic • sharps, broken glassware and hand tools • solar radiation, dust and noise • sources of ignition, flammable liquids and gases
Established safe work practices	<p>Established safe work practices may include:</p> <ul style="list-style-type: none"> • applying containment procedures through the use of appropriate equipment, such as biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets and Class PCII, PCIII, and PCIV physical containment facilities • ensuring access to service shut-off points • following established manual handling procedures for tasks involving manual handling • handling and storage of all hazardous materials and equipment in accordance with labelling, MSDS and manufacturer's instructions • identifying and reporting operating problems or equipment malfunctions

RANGE STATEMENT	
	<ul style="list-style-type: none"> • labelling of samples, reagents, aliquoted samples and hazardous materials • recognising and observing hazard warnings and safety signs • reporting to appropriate personnel of abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/waste water, gases, smoke, vapour, fumes, odour and particulates • use of MSDS • use of personal protective equipment, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gown, body suits, respirators and safety boots
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL933004A Perform calibration checks on equipment and assist with its maintenance

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to perform setup, pre-use and in-house calibration checks on equipment and assist with its maintenance.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory assistants working in all industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform setup and pre-use checks of laboratory equipment	1.1. Perform laboratory equipment setup and pre-use checks in accordance with enterprise procedures 1.2. Perform safety checks in accordance with relevant enterprise and instrumental procedures 1.3. Identify faulty or unsafe components and equipment and report to appropriate personnel 1.4. Complete instrument log books/records to meet enterprise requirements
2. Perform calibration checks	2.1. Start up equipment according to operating procedures 2.2. Use specified standards for calibration check 2.3. Check equipment as per calibration procedures and schedules 2.4. Record all calibration data accurately and legibly 2.5. Compare data with specifications and/or previous records to identify non-compliant equipment 2.6. Quarantine out of calibration equipment
3. Assist with equipment maintenance	3.1. Ensure all equipment work areas are clean during and after equipment use 3.2. Perform basic maintenance in accordance with enterprise procedures 3.3. Clean and store equipment according to enterprise and/or manufacturer's specifications/procedures 3.4. Identify and replace, repair or dispose of damaged/worn equipment as appropriate
4. Maintain records	4.1. Record and report information on unsafe or faulty equipment according to enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- performing setup, pre-use checks and shutdown procedures
- performing calibration checks of basic equipment using standard procedures
- obtaining readings of the required accuracy and precision
- identifying non-compliant equipment from specifications and/or previous checks
- recognising non-standard behaviour of instruments
- assisting with maintaining equipment in working order by performing basic maintenance tasks
- following all relevant occupational health and safety (OHS) requirements
- following enterprise recording and reporting procedures

Required knowledge

Required knowledge includes:

- operational principles and methods for equipment use
- basic sources of error in equipment operation and their control
- role and importance of correct calibration
- basic equipment maintenance procedures
- enterprise communication and reporting procedures
- relevant OHS and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • perform setup pre-use checks and shutdown procedures • perform calibration checks of basic equipment using standard procedures • obtain readings of the required accuracy and precision • recognise non-standard behaviour of instruments • assist with maintaining equipment in working order by performing basic maintenance tasks • follow all relevant OHS requirements • follow enterprise recording and reporting procedures.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL973001A Perform basic tests.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with appropriate equipment and reference materials • enterprise procedures and standard methods, equipment manuals • calibration check standards and procedures • maintenance procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of the quality of test data/results achieved by the candidate over time • inspection of records and workplace documentation completed by the candidate • feedback from peers and supervisors • observation of the candidate performing calibration checks and basic maintenance tasks <p>In all cases, practical assessment should be supported by</p>

EVIDENCE GUIDE	
	<p>questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing and construction materials testing</p> <p>Laboratory assistants perform calibration checks and operate a range of laboratory equipment to ensure the quality of products. For example, the labelling on fertilisers specifies the total percentage of nitrogen [N or N(t)], the total percentage of phosphorus [P or P(t)] in all forms and the total percentage of potassium [K]. A 5-10-5 fertiliser contains 5% N, 10% P and 5% K. During the manufacture of fertiliser, an assistant in a quality control laboratory measures the concentration of nitrogen, phosphorus and potassium using standard analytical methods to ensure that the final products are within prescribed specifications. The assistant must pay particular attention to the equipment calibration check. If the equipment is out of calibration no amount of testing skill will result in accurate results. Selling out of specification fertiliser could result in a product recall or claims from users against the manufacturer.</p> <p>Biomedical and environmental services</p> <p>Laboratory assistants are quite often involved in routine collections and culturing of cells. Bacterial cells are often cultured and grown to large populations in order to provide material from which to extract biological materials. A quick method of determining when the cell growth has yielded enough cells is to determine the</p>

EVIDENCE GUIDE

absorbance of the cell culture by measuring absorbance at 600 nm. An absorbance of 1 to 1.5 will give a good cell harvest. This method relies on the assistant being able to perform calibration checks on an ultraviolet-visible (UV-VIS) spectrometer.

Food and beverage processing

A laboratory assistant in the quality control laboratory of a fruit canning company is required to perform calibration checks and maintain and operate a range of equipment, including a pH meter. Canned pears, for example, are routinely checked for pH to ensure safe heat processing. While checking the calibration of the pH meter with the standard buffer solutions, the laboratory assistant found that stable pH readings could not be obtained. On closer inspection, it was found that the pH probe was damaged. This was reported to the supervisor. The probe was replaced and the meter was re-checked for calibration in readiness for routine testing.

Construction Materials Testing

A laboratory assistant has been allocated the task of performing in-house calibration checks on the laboratory's equipment. He/she has previously prepared a wall chart for the year that shows when the required calibration checks fall due in accordance with the NATA Field Application Document (FAD) for construction materials testing. The assistant consults the wall chart and notes that this month's calibration checks include checking the:

- ice points of the liquid-in-glass thermometers
- working sieves against the reference set
- compaction hammers for compliance with specifications
- repeatability of the balances.

A full calibration of one of the laboratory's nuclear density gauges is also required. He/she then telephones the local calibration authority to book the nuclear gauge in for calibration and prepares to perform the other in-house checks.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Codes of practice	Where reference is made to Industry codes of practice and Australian/international standards, it is expected the latest version will be used
Standards, codes, procedures and/or enterprise requirements	<p>Standards, codes, procedures and/or enterprise requirements may include:</p> <ul style="list-style-type: none"> • Australian and international standards such as: <ul style="list-style-type: none"> • AS/NZS 2243 Set:2006 Safety in laboratories set • AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories • Australian code of good manufacturing practice for medicinal products (GMP) • National Association of Testing Authorities (NATA) Field Application Documents (FADs) • calibration check and maintenance schedules • enterprise recording and reporting procedures • equipment manuals • equipment start up, operation and shutdown procedures • material safety data sheets (MSDS) • material, production and product specifications • national measurement regulations and guidelines • OHS national standards and codes of practice • principles of good laboratory practice (GLP) • production and laboratory schedules • quality manuals • standard operating procedures (SOPs)
Typical equipment and instruments	<p>Typical equipment and instruments may include:</p> <ul style="list-style-type: none"> • balances, pipettes, burettes and volumetric glassware

RANGE STATEMENT	
	<ul style="list-style-type: none"> • colorimeters/spectrometers and polarimeters • compaction rammers and soil classification equipment • conductivity meters and pH meters • disintegration apparatus, thermometers, incubators and water baths • instrument chart recorders, penetrometers, force measuring equipment and tensiometer • melting point apparatus, viscometers and hardness testing equipment • mixing and separating equipment such as centrifuges, riffles and splitters, and mixers • noise meters and blasting meters • optical microscopes
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL934003A Maintain and control stocks

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to order, maintain and control the use of laboratory materials and/or equipment in the work area.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to technicians and technical officers working in all industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain and control stocks of materials or equipment	1.1. Label, document and store stocks in accordance with relevant standards and specific safety requirements 1.2. Follow stock rotation procedures to maximise use of stocks within permitted shelf life 1.3. Identify stock discrepancies and replace redundant or outdated stocks to maintain stocks at prescribed level 1.4. Identify and replace damaged/worn equipment or arrange for repairs or disposal as appropriate 1.5. Initiate quality control sampling and testing procedures when appropriate 1.6. Report stock problems outside own knowledge and authority limitations to relevant personnel
2. Order and receive materials and equipment	2.1. Determine requirements of customers and suppliers using appropriate communication and interpersonal skills 2.2. Determine demand for stock, taking into account peak and seasonal variations in stock usage and production conditions 2.3. Place and/or follow up approved orders using enterprise systems and procedures 2.4. Check condition of received goods and take appropriate action
3. Maintain stock records	3.1. Record all relevant details accurately using the specified forms/computer system 3.2. Ensure that written information is legible and indelible 3.3. File all records in the designated place
4. Maintain a safe work environment	4.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel 4.2. Minimise the generation of wastes and environmental impacts 4.3. Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- maintaining and controlling stocks or materials and equipment
- ordering and receiving materials and equipment
- maintaining stock records
- maintaining a safe work environment

Required knowledge

Required knowledge includes:

- technical terminology relating to ordering and storage of stocks
- laboratory stock, product and service information
- types of chemical reactions and rationale for recommended storage systems
- enterprise procedures and quality system requirements for stock control
- codes of practice and regulations concerning the handling, storage and transport of the stock involved
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors should ensure that candidates can:

- confirm customer requirements with senior personnel where there is doubt
- access online databases and/or catalogues efficiently
- interpret labelling information (lot number, batch and date) and MSDS correctly
- apply procedures for safe handling, storage and transport of stocks
- use required safety and manual handling equipment and procedures
- perform quality controlsampling and testing and rotate stock in accordance with SOPs
- follow workplace procedures for predicting and/or determining demand for stock
- maintain stock at prescribed levels for their work area, through regular inspections, timely ordering of replacement items and followup of late orders
- cope with peak and seasonal variations in stock usage and production conditions
- follow workplace procedures for researching, ordering and receipt of stock
- complete and record all documentation accurately
- demonstrate effective and appropriate communication and interpersonal skills when dealing with customers and suppliers.

Context of and specific resources for assessment

This unit of competency is to be assessed in the workplace or simulated workplace environment.

This unit of competency may be assessed with:

- *MSL935004A Maintain instruments and equipment.*

Resources may include:

- stocks of materials and equipment
- stock order forms and documentation
- sampling and testing equipment.

EVIDENCE GUIDE**Method of assessment**

The following assessment methods are suggested:

- review of documentation for orders prepared by the candidate
- examination of stock records maintained by the candidate
- observation of the candidate handling stock and conducting quality control sampling and testing
- feedback from the laboratory manager, quality manager, customer service manager, supervisor, customers and peers
- explanation by the candidate of the labelling and storage requirements of a selection of stock items.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.

Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.

Access must be provided to appropriate learning and/or assessment support when required.

The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.

This competency in practice

Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.

Biotechnology

A technical officer arrived at work on Monday morning and discovered that the freezer had been turned off over the weekend and the restriction nucleases had thawed. These enzymes were to be used that morning. The technician needed to check the enzyme activity to determine whether the enzymes had been denatured by the rise in temperature. The technician quickly set up a digestion mix of affected enzyme with some viral DNA of known sequence. The digest produced DNA fragments of expected length, showing the enzyme still had activity.

EVIDENCE GUIDE

The technician reported the incident along with the results to the supervisor, who decided that the enzymes could be used for that day.

Manufacturing

Neglected chemicals may deteriorate on the shelf and turn into a completely different entity. Not only can this change in identity damage a chemical manufacturing process, it can also present an immediate hazard. For example, this occurred in a storeroom where stored ether built up high levels of peroxides. When it was used in an extraction process to make a starting material in a manufacturing process, the peroxides were concentrated and exploded. The company was fortunate that loss of life didn't occur. The company revised enterprise procedures to ensure that in the future, redundant or outdated stocks are identified and removed.

Food processing

The staff in a confectionary company laboratory use enzyme based methods to routinely analyse sugars (glucose, fructose, sucrose and lactose) in products. Although the enzymes are stored as directed by the manufacturer, typically at -20(C in the dark, they do not retain their activity indefinitely. To avoid using inactive enzyme in an analytical procedure and obtaining a reduced or false negative result, several features of each enzyme preparation are routinely noted. These include the date of purchase, the number of times the enzyme has been thawed and refrozen and its initial activity. Periodically, the enzyme activity is verified and stock is discarded where its activity has fallen to a less than acceptable value. These practices ensure that the analytical methods that use enzymes are performed with functional reagents and give accurate results.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
 - AS 1678 Emergency procedure guide - Transport
 - AS 1940-2004 Storage and handling of flammable and combustible liquids
 - AS 3780-2008 The storage and handling of corrosive substances
 - AS 4332-2004 The storage and handling of gases in cylinders
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 1269 Set:2005 Occupational noise management set
- AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS 2982.1:1997 Laboratory design and construction - General requirements
 - AS/NZS 4452:1997 The storage and handling of toxic substances
 - AS/NZS ISO 14000 Set:2005 Environmental management standards set
- animal welfare legislation and codes of practice
- Australian code of good manufacturing practice for medicinal products (GMP)
- Australian Dangerous Goods Code
- Australian Quarantine and Inspection Service

RANGE STATEMENT	
	<p>(AQIS) Export Control (Orders) Regulations 1982</p> <ul style="list-style-type: none"> • Australian Quarantine and Inspection Service (AQIS) Import Guidelines • Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice • customer database and supplier catalogues • enterprise or standard operating procedures (SOPs) • equipment manuals and warranty, supplier catalogues and handbooks • gene technology regulations • internal/external stock orders and overdue actions • material safety data sheets (MSDS) • National Code of Practice for the labelling of workplace substances (NOHSC:2012 (1994)) • National Environment Protection Measures • National Health and Medical Research Council (NHMRC) Guidelines • national measurement regulations and guidelines • occupational health and safety (OHS) national standards and codes of practice • principles of good laboratory practice (GLP) • Therapeutic Goods Regulations 1009
Workplace procedures	<p>Workplace procedures may include:</p> <ul style="list-style-type: none"> • ordering, purchase and receipt of stocks • verification of temperature control for delivered and stored stocks (e.g. reagents containing enzymes) • organisation of compatible batch or lot numbers • storage of stocks, stock control and rotation of stock • quality control testing, monitoring of use by dates of standards and shelf life of reagents (e.g. DNA, enzymes, antibodies, radioisotopes and vitamins) • reporting non-conformances
Records	<p>Records could include:</p>

RANGE STATEMENT	
	<ul style="list-style-type: none"> • stock usage • orders and progress of orders • equipment servicing and repairs • current inventories • quality control sampling, testing and stock rotation
Communication	<p>Communication may require the use of equipment or systems, such as:</p> <ul style="list-style-type: none"> • telephone, fax, email and mail • online information systems, inventories, print records, databases and catalogues • filing systems <p>Communication may involve::</p> <ul style="list-style-type: none"> • suppliers • freight companies • internal customers • external customers
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • electric shock • chemicals, such as acids and hydrocarbons • microbiological organisms associated with blood and blood products • radioisotopes • sharps, such as broken glassware • disturbance or interruption of services • manual handling of heavy boxes • fluids under pressure and industrial gas bottles
Safety procedures	<p>Safety procedures may include:</p> <ul style="list-style-type: none"> • use of personal protective equipment, such as hearing protection, gloves, safety glasses, coveralls and safety boots • ensuring access to service shut-off points • handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning of equipment and work areas
Occupational health and safety (OHS) and environmental	OHS and environmental management

RANGE STATEMENT	
management requirements	<p>requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL935002A Assist in the maintenance of reference materials

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to assist in the maintenance of reference materials that can be used in the identification of new specimens and allow for the quality control of laboratory procedures. The unit of competency does not cover the scientific identification of species or specimens.
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Application of the Unit

Application of the unit	This unit of competency is applicable to technical officers and laboratory technicians working in all industry sectors. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These can be found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Acquire reference materials	1.1. Confirm that required transit conditions were maintained 1.2. Apply quarantine or isolation arrangements as necessary 1.3. Record data of accessioned reference material in the collection database 1.4. Label material to ensure that its identity is maintained during storage and issue
2. Maintain reference materials	2.1. Monitor storage conditions to ensure that they comply with suppliers' warranty specifications 2.2. Monitor storage conditions to ensure materials remain true to specification 2.3. Test material during storage, where relevant and appropriate, to report on reference characteristics and specificity 2.4. Report findings that suggest reference specimens may be deteriorating
3. Dispense reference materials to clients	3.1. Verify requests with supervisor before requests for reference materials are processed 3.2. Supply reference material without contamination of stock material 3.3. Keep records of materials issued in accordance with enterprise procedures
4. Maintain a safe work environment	4.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel 4.2. Follow safety protocols when handling and processing reference materials 4.3. Minimise the generation of wastes and environmental impacts 4.4. Ensure the safe collection of redundant/outdated stocks for subsequent disposal

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- maintaining materials and specimens so that the reference characteristics and attributes are stable in storage and manifest in use after retrieval
- performing all manipulations safely
- testing stored material for reference characteristics before release or use
- communicating appropriately with all customers

Required knowledge

Required knowledge includes:

- certified reference materials - what they are, when and why they should be used
- the storage requirements of biological and non-biological materials
- quarantine or isolation procedures
- the labile nature of chemical and biological materials
- the rationale for testing reference characteristics before issuing reference materials
- reasons for testing before accession of reference materials
- relevant health, safety and environment requirements

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example:

Process manufacturing and construction:

- drill (core) samples for mineral identification
- concrete samples for analysis of composition and/or strength and suitability for application

Biomedical and environmental:

- bacterial cultures related to colony and microscopic morphology, specificity and reliability of staining reaction, biochemical characteristics and immunological characteristics
- cell suspensions and cell and tissue preparations that can act as quantitative or qualitative controls in tests and procedures
- plasma and other body fluids with known attributes or quanta that can act as standards and controls in quantitative and qualitative tests and procedures

Food and beverage processing:

- quality assurance for viability of enzymes used in process
- bacterial or yeast cultures relating to colony and microscopic morphology for

REQUIRED SKILLS AND KNOWLEDGE

culturing purpose

- grain samples used in identification of cereal specimens (e.g. barley varieties, such as Proctor, Franklin and Stirling)

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • maintain material identity during storage • perform all manipulations safely • test stored material for reference characteristics before release • communicate appropriately with all customers.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with any units that may involve using materials from a collection for example:</p> <ul style="list-style-type: none"> • <i>MSL916003A Supervise laboratory operations in work/functional area</i> • <i>MSL975001A Perform microbiological tests</i> • <i>MSL976003A Evaluate and select appropriate test methods and procedures.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • equipment and materials related to the occupational task for which the reference material is relevant • reference materials • standard operating procedures (SOPs).
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of records for the supply of reference materials by the candidate • observation of the candidate performing tests of stored reference material prior to release and review of results • case studies, such as the: <ul style="list-style-type: none"> • accession and processing of a plasma sample that is intended for use as a control in a blood coagulation test • response to request for supply of a

EVIDENCE GUIDE

	<p>Staphylococcus culture with coagulase activity</p> <ul style="list-style-type: none"> oral/written questioning about receipt, testing during storage and release of reference materials. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
<p>This competency in practice</p>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show their relevance in a workplace setting.</p> <p>Manufacturing</p> <p>A technical officer in a pharmaceutical laboratory assays each batch of paracetamol tablets before their release for sale using ultraviolet spectrometric analysis. Twenty tablets are ground and a known weight of sample is dissolved in a specified solvent. The ultraviolet absorption is measured and compared with the absorption of a reference standard, which has been similarly treated. The potency of the tablets is calculated and compared to the release limits before being released for sale. The concentration of the reference paracetamol must be accurately known if the assay is to be correct. The standard is packed and stored under conditions that will minimise its breakdown, and the storage conditions are monitored to ensure that the potency remains with acceptable limits.</p> <p>Biomedical</p> <p>A technical officer in a histology laboratory was asked to perform a batch of iron stains by the Prussian Blue technique. The officer went to the block repository and</p>

EVIDENCE GUIDE

chose one of the liver blocks known to contain haemosiderin. The officer checked the block number against the data in the control materials log and then cut four sections to process in parallel for the day's batch and those anticipated over the next few days. Noting that there was only one iron-positive block left, the officer wrote a short memo to the laboratory supervisor suggesting that the pathologist allow for a stock of tissue to be collected the next time they identified a suitable specimen.

Food processing

While many attributes of food can be quantified and specified using chemical reference standards, some attributes are best assessed by comparison with a physical reference sample. For example, the number of poppy seeds on a loaf of bread would be impractical to count. However, comparison with retention samples made with various levels of poppy seeds will give an approximation of the number of seeds on the bread. Suitable reference samples need to be prepared and preserved so that the handling of samples does not result in seeds falling from the sample.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
- AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS 4452:1997 The storage and handling of toxic substances
 - AS/NZS ISO 14000 Set:2005 Environmental management standards set
- animal welfare legislation and codes of practice
- Australian Dangerous Goods Code
- Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations 1982
- Australian Quarantine and Inspection Service (AQIS) Import Guidelines
- Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice
- cleaning, hygiene and personal hygiene requirements
- enterprise procedures, standard operating procedures (SOPs) and operating manuals
- gene technology regulations
- incident and accident/injury reports
- material safety data sheets (MSDS)
- National Code of Practice for the labelling of workplace substances (NOHSC:2012 (1994))
- national environment protection measures
- National Health and Medical Research

RANGE STATEMENT	
	<p>Council (NHMRC) Guidelines</p> <ul style="list-style-type: none"> • national measurement regulations and guidelines • occupational health and safety (OHS) national standards and codes of practice • sampling procedures (labelling, preparation, storage, transport and disposal) • schematics, work flows and laboratory layouts • test procedures (validated and authorised) • Therapeutic Goods Regulations 1009 • waste minimisation and disposal procedures
Reference materials	<p>Reference materials may include:</p> <ul style="list-style-type: none"> • specimens, such as cells, tissues and samples of aqueous or proteinaceous standards • aggregates, grains and powders • materials used for checking equipment calibrations
Dispensing and storing of reference materials	<p>Dispensing and storing of reference materials may require:</p> <ul style="list-style-type: none"> • reconstitution of completely lyophilised materials • preparing materials for freeze-drying
Equipment, materials and systems	<p>Equipment, materials and systems may include:</p> <ul style="list-style-type: none"> • centrifuges, water baths and incubators • lyophilisers and humidifiers • equipment and material for transport, such as dry ice or ice packs • equipment and material for storage, such as liquid nitrogen • storage boxes • storage and display cabinets • computer information systems, databases, record and filing systems • laboratory glassware and measuring equipment • materials suitable for the safe collection and disposal of biological and non-biological wastes
Communication	<p>Communication may involve:</p> <ul style="list-style-type: none"> • supervisors and managers (laboratory, quality)

RANGE STATEMENT	
	<p>and customer service)</p> <ul style="list-style-type: none"> • other laboratory or clinical personnel • outside suppliers, internal and external customers
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • chemicals, reagents • micro-organisms associated with soil, air, water, blood and blood products and human or animal tissue and fluids • sharps, such as broken glassware • disturbance or interruption of services • manual handling of heavy boxes
Safety procedures	<p>Safety procedures may include:</p> <ul style="list-style-type: none"> • use of personal protective equipment, such as hearing protection, gloves, safety glasses and coveralls • ensuring access to service shut-off points • handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions and enterprise procedures and regulations • regular cleaning of equipment and work areas
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL935003A Authorise the issue of test results

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to critically assess the accuracy of data and validity of test results prior to formally authorising their release to the client. Personnel are expected to investigate and, if necessary, rectify results that are not consistent with expected values.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory personnel working in all industry sectors who are approved by their organisation to authorise the results obtained for specific test methods. In many instances these personnel are known as 'signatories' or 'delegates' for the tests involved. The scope of tests authorised in each case will be determined by the specialised knowledge, technical competence and experience of the personnel involved.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These can be found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	<i>MSL925001A</i>	<i>Analyse data and report results</i>
	<i>MSL924001A</i>	<i>Process and interpret data</i>

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Verify the accuracy of data and technical records	1.1. Access relevant job instructions, data and technical records in laboratory information management system (LIMS) 1.2. Confirm that technical records provide sufficient information to ensure traceability for the tests involved 1.3. Compare data with expected values and identify any outliers 1.4. Inspect data records to check the integrity of data entry, alterations, transfers and calculations 1.5. Correct and initial any incorrect data records 1.6. Sign off data records as correct
2. Determine if results are acceptable and within expectation	2.1. Compare results with expected values and identify any significant differences 2.2. Check the reliability of results by examining data or results from repeat tests or duplicate samples 2.3. Assess the significance of any documented observations of atypical test conditions or environment and/or sample appearance 2.4. Check that all calculations are free from error 2.5. Check that estimations of uncertainty are reasonable and consistent with the test method, client and/or product specification requirements 2.6. Authorise the issue of results that meet the organisation's quality standards and are consistent with expectations
3. Investigate unexpected or unacceptable results	3.1. Examine records of pre-use checks and calibration performance to ensure that the equipment and/or instruments used meet test specifications and enterprise requirements 3.2. Establish whether human and/or environmental factors could have affected the reliability of results 3.3. Check for obvious sources of interferences that may have occurred during measurements 3.4. Retrieve stored samples (if available) and assess whether they are atypical or contaminated 3.5. Perform control tests using the same, or new, samples to check unexpected results 3.6. Authorise the issue of unexpected results that meet the organisation's quality standards 3.7. Identify possible root causes of unacceptable results and appropriate preventative/corrective actions

ELEMENT	PERFORMANCE CRITERIA
	3.8. Report investigation outcomes and recommendations for improvements in accordance with enterprise procedures
4. Liaise with clients about results	4.1. Establish whether sampling procedures used by the client could contribute to unexpected/unacceptable results 4.2. Arrange for new samples and/or re-testing as necessary 4.3. Explain investigation outcomes and confidence level for unexpected test results

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- verifying the accuracy and completeness of data, results and technical records
- recognising unexpected or unacceptable data and results
- using statistical tests to estimate uncertainties and determine data acceptability
- reviewing records of sampling, sample preparation, testing and/or calibration activities to identify potential causes of unacceptable data/results
- using effective problem solving strategies
- recommending appropriate preventative/corrective actions to control potential/actual non-conforming work
- applying enterprise procedures for authorising test results
- explaining technical details of sampling, test methods and results to clients
- demonstrating a professional approach and positive company/organisation image (including maintaining independence and an ability to resist improper influences)

Required knowledge

Required knowledge includes:

- scientific and technical knowledge of the samples, procedures, equipment, materials and instrumentation used to generate the test results and data
- expected values for data and results and the uncertainty components for specified test methods
- problem solving techniques and cause analysis appropriate to the test methods
- enterprise procedures for authorising the issue of test results
- relevant reporting requirements such as the Guide to the Expression of Uncertainty in Measurement (GUM), National Association of Testing Authorities (NATA) and/or test methods
- working knowledge of health, site safety and environmental management requirements relevant to job role
- working knowledge of confidentiality requirements relevant to job role

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • verify the accuracy and completeness of data, results and technical records for specified tests • issue specified test results in accordance with authorisation and enterprise procedures • investigate unexpected or unacceptable results in a logical and efficient manner • explain test results to clients.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • relevant MSL09 units of competency that cover the ability to perform the tests involved, relevant data analysis and quality assurance procedures. <p>Resources may include:</p> <ul style="list-style-type: none"> • data sets and records • test methods and description of test setup • computer and relevant software or laboratory information system • relevant workplace procedures.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of records and test results verified and issued by the candidate • feedback from supervisors and clients regarding the candidate's ability to issue authorised test results • review of recommendations and reports prepared by the candidate • questions to assess understanding of procedures governing the authorised issue of test results, acceptability of data/results, sources of uncertainty and preventative/corrective actions. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and</p>

EVIDENCE GUIDE

	<p>those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Calibration</p> <p>A calibration technician/specialist has completed testing an instrument and places it with the test report for the relevant signatory to authorise. The laboratory manager physically examines the item to ensure all accessories have been applied. The manager checks the test report for validity and correctness and ensures any abnormalities or departures from normal or specified conditions are reported appropriately. He/she confirms that all data transfers and calculations are accurate and in accordance with SOPs, industry guidelines and the laboratory's accreditation requirements. The manager also ensures that all relevant databases are updated and client confidentiality is maintained. He/she signs the relevant certificates and reports and authorises the release of the results and return of the item to the client.</p> <p>Construction materials testing</p> <p>A laboratory supervisor, who is authorised to issue Atterberg Limit test results, receives a set of QC data for gravel that is to be supplied to a local council. The technician has provided Liquid Limit, Plastic Index, Linear Shrinkage data for three samples:</p> <ol style="list-style-type: none"> 1. 35%, 7%, 3% 2. 35%, 4%, 3%

EVIDENCE GUIDE

3. 33%, 5%, 2%

Using a well known 'rule of thumb' that the P.I./L.S. ratio for gravel samples is usually between 2 and 3, the supervisor notes that the ratio for the second sample is 1.3. This indicates a possible error. Although the most likely source of error is in the determination of the Plastic Limit, he/she systematically reviews all of the technician's work. Firstly, he/she checks that all three samples are from the same source and whether their appearance was recorded on receipt. He/she reviews the relevant data records by checking for simple transcription errors, moisture calculation errors, variation in the weights of containers and straightforward weighing errors. He/she also checks if the samples were properly dried to constant mass. Then he/she accesses the client's previous test records to see if any similar sample variability has occurred in the past. After completing all the checks he/she can do from his/her desk, he/she talks to the tester and asks to see the rolled specimens before they disposed of. A visual inspection confirms his/her hunch that the technician's rolling technique is not good enough to obtain reliable results. He/she arranges for the test to be repeated under supervision using surplus sample material and also organises additional training.

Construction materials testing

Asphalt is being laid at night on a busy motorway and the road must be available for traffic by 6 am each day. The construction company's own laboratory is responsible for conducting compaction tests for each lot. The specifications require a field compaction density of 95% of the laboratory compacted density and penalties apply for lots where results are <94%. A technician who is authorised to issue compaction results uses a nuclear density gauge to determine field compaction values in accordance with an established inspection test plan and test method. The data for the latest lot is 95, 94, 93, 93, 93.5, 93 and 93%. The average result is 93.5% and the shift foreman decides to roll and then re-test the lot. The repeat test indicates an average value of 93%. Before completing the test report, the technician reviews all the data, calculations and record of 'standard counts' for the gauge. He/she also checks the laboratory compaction results, gradings and bitumen content for consistency and compliance

EVIDENCE GUIDE

with mix design. These results indicate a trend of the mix design moving out of specification. The technician informs the plant manager that the test results indicate unacceptable compaction. The manager maintains that the results are borderline and points out that the company has already paid \$250K in penalties this month. He/she asks the technician to re-check the compaction results and repeat the tests at different inspection points. He/she also suggests that the technician should find a better sample for the maximum density test. The technician reviews the results and re-tests further samples but there are no new results that would justify any change to the test report. Therefore, the technician issues the test report unaltered.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice and Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
- AS ISO 1000-1998 The international system of units (SI) and its application
- AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
- AS/NZS ISO 10005:2006 Quality management systems - Guidelines for quality plans
- AS/NZS ISO 10012:2004 Measurement management systems - Requirements for measurement processes and measuring equipment
- AS/NZS ISO 9000 Set:2008 Quality management systems set
- ISO 5725 Accuracy (trueness and precision) of measurement methods and results
- ISO/IEC Guide 98-3:2008 Uncertainty of measurement - Part 3 Guide to the expression of uncertainty in measurement (GUM)
- Eurachem/CITAC Guide CG4 Quantifying uncertainty in analytical measurement
- Australian code of good manufacturing practice for medicinal products (GMP)
- enterprise quality manual and customer quality plan
- equipment manuals and warranty, supplier catalogues and handbooks

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Eurolab technical report • inspection test plans, sampling plans for sites • NATA supplementary requirements for the relevant field of testing (e.g. field application document) • NATA Accreditation programs requirements • NATA Technical notes, policy circulars and guides • national measurement regulations and guidelines • Nordtest guide • principles of good laboratory practice (GLP) • sampling and test procedures and standard operating procedures (SOPs)
Data and results	<p>Data and results may include:</p> <ul style="list-style-type: none"> • entries in worksheets, spreadsheets or databases that may be linked to information management systems • observations, measurements, derived data and calculations • results of tests and analyses
Technical records	<p>Technical records may include:</p> <ul style="list-style-type: none"> • request forms, service agreements and contracts • worksheets, work books, check sheets and work notes • data and information generated during sampling, testing and/or calibrations that indicate whether quality or process parameters have been achieved • control graphs • external, internal test reports and calibration certificates • clients notes, papers and feedback • listing of data, personnel responsible for sampling, performance of each test/calibration and checking of results
Calculations	<p>Calculations may be performed:</p> <ul style="list-style-type: none"> • with or without a calculator or computer software, such as spreadsheets, databases and

RANGE STATEMENT	
	statistical packages
Statistical analysis	<p>Statistical analysis may include the use of:</p> <ul style="list-style-type: none"> • standard deviation, standard deviation of the mean, histograms and frequency plots • probability and normal probability plots • run charts and control charts, such as Shewhart and CuSum • regression methods for calibration, linearity checks and comparing analytical methods • analysis of variance (ANOVA) • data acceptability tests, such as T and F
Estimates of uncertainty	<p>Estimates of uncertainty may include components such as:</p> <ul style="list-style-type: none"> • calibration uncertainty • instability or drift in the calibrated instrument • repeatability of the results • resolution or readability of the instrument • environmental influences such as temperature, air pressure, humidity, vibration, electrical noise and gravity • reference material uncertainty • factors arising from using an instrument under a different operating environment or procedures (e.g. orientation of a transducer, immersion depth of a temperature probe) • reproducibility of quality control data
Human and environmental factors	<p>Human and environmental factors may include:</p> <ul style="list-style-type: none"> • technician preparing the sample and/or performing the test did not apply the test method correctly • inadequate attention to detail, fatigue, stress • inadequate hygiene or sterility • unacceptable dust, radiation, humidity, temperature and illumination levels • electromagnetic disturbances • unacceptable variations to gas, electricity and water supply • unacceptable sound and vibration levels
Sample preparation problems	Sample preparation problems could result from:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use of incorrect sample containers • incorrect particle size • contamination • incorrect sample handling, storage or conditioning (filtered/non-filtered, temperature control, moisture content and preservation) • incorrect matrix • incomplete digest
Sources of interference	<p>Sources of interference may include:</p> <ul style="list-style-type: none"> • presence of contaminants • spectral interference (e.g. in Inductively Coupled Plasma Spectroscopy) • physical interference (e.g. in Atomic Absorption Spectroscopy) • matrix effects • masking of analytes
Preventative/corrective actions	<p>Preventative/corrective actions may include:</p> <ul style="list-style-type: none"> • more regular use of certified reference materials • internal quality controls using secondary reference materials • participation in inter-laboratory comparison or proficiency testing programs • replicate tests or calibrations using the same or different methods • retesting or recalibration of retained items • correlation of results for different characteristics of an item • additional audits and management reviews • more regular quality checks on consumables • increased staff observation, supervision and/or training • more detailed sample specifications, test methods and procedures
Confidence level	<ul style="list-style-type: none"> • The most common confidence level is 95% in accordance with the National Measurement Act, 1960. However, some applications require a higher level of confidence
Occupational health and safety	OHS and environmental management

RANGE STATEMENT	
(OHS) and environmental management requirements	<p>requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL952002A Handle and transport samples or equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to pick up and transport samples or test/calibration equipment in a way which ensures the integrity of subsequent test results.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to couriers and laboratory and field assistants in all industry sectors. The person transporting the items is not necessarily responsible for sampling or testing. This unit does not cover sample collection or the ability to handle and transport animals as might be defined under prevailing animal care and ethics legislation and practices.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for pickup	1.1. Confirm pickup sequence and any licence/permit requirements with supervisor 1.2. Check that vehicle and communication devices are in working order 1.3. Check that required transport containers and materials are in the vehicle
2. Pick up and transport items	2.1. Confirm the number and nature of items to be picked up on arrival 2.2. Ensure items match paperwork 2.3. Apply enterprise requirements to the transport of samples and/or equipment 2.4. Alert laboratory personnel to any special needs that are identified on documents accompanying the items 2.5. Complete required documentation at pickup point 2.6. Stow items in the specified transport containers and under the required conditions 2.7. Maintain sample integrity at all times 2.8. Deliver items to reception point in accordance with enterprise procedures 2.9. Maintain confidentiality of information
3. Maintain transport equipment	3.1. Maintain vehicle according to enterprise requirements 3.2. Maintain state of transport containers to ensure they are fit for purpose 3.3. Requisition stocks of consumable materials as required 3.4. Replenish stocks of collecting equipment at collection centres as required
4. Maintain a safe work environment	4.1. Use established work practices and personal protective equipment to ensure personal safety and that of others 4.2. Clean up spills, if they occur, using enterprise procedures 4.3. Minimise the generation of waste 4.4. Dispose of all waste in accordance with enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- planning the picking up of items in conjunction with a supervisor
- preparing a vehicle for the required journey
- using communication devices so contact is possible between the courier, reception centre, and routine pickup locations
- communicating effectively and courteously with individuals, customers, clients and reception staff
- recording details of item exchange in relevant sections of chain of custody forms, as required
- maintaining the integrity of collected samples or equipment during transport
- containing and cleaning up spillage or breakages
- using appropriate techniques and equipment to safely dispose of waste materials
- maintaining confidentiality in all aspects of work
- reporting of problems, accidents or incidents in accordance with enterprise procedures

Required knowledge

Required knowledge includes:

- the relationship between effective communication with clients and customers and enterprise business
- the need for appropriate and timely transport
- control measures for minimising exposure to hazardous materials and equipment
- effect of changes in environmental conditions, vibration and shock on samples
- procedures for the containment and cleanup of spillages and breakages
- efficient waste containment and disposal practices
- maintenance requirements of equipment used in the processes of handling and transporting samples
- relevant health, safety and environment requirements
- enterprise procedures for responding to emergencies
- contact details for key personnel

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example: Biomedical samples:

- labile nature of biological and environmental samples
- possible infectivity of biological materials

REQUIRED SKILLS AND KNOWLEDGE

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|---|
| <ul style="list-style-type: none">• possible effects of exposure to radioactive materials |
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Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • follow required policies and procedures to maintain the integrity of collected samples or equipment during transport • deal with customers effectively and courteously • work safely • maintain confidentiality and report problems, accidents and incidents in accordance with procedures.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL943002A Participate in laboratory/field workplace safety.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • vehicle • enterprise procedures for the handling and transport of samples or equipment • communication devices • sample containers • containers for transporting samples and test/calibration equipment.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of the job sheets or journal of completed activities • direct observation of work as a courier • the quality of review of results traceable to the transport of samples or equipment by candidate • oral or written questions to assess knowledge of the handling of unforeseen circumstances • simulated role plays between a courier and personnel at a reception desk or customer pickup centre.

EVIDENCE GUIDE

	<p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
<p>This competency in practice</p>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Calibration</p> <p>Calibration laboratories must take special care to ensure that they do not damage test equipment during handling, testing or storage. Information relating to equipment requiring special handling, transport or storage conditions should be provided to those responsible for collecting and transporting the items.</p> <p>A customer-orientated calibration laboratory offers a door to door calibration service to most of its clients. Once a week their driver arrives at a major facility and takes delivery of several precision measuring instruments. As always, the driver signs the acceptance note paying particular attention that all the items are recorded correctly, including listing all accessories and associated handbooks. But this time, two delicate items require unique transit cases to ensure they are stored and transported upright. Because the laboratory received prior notice, these cases were loaded into the van before setting off as well as a copy of the special transport and packaging instructions. The driver secures all the items in accordance with the accompanied written instructions to ensure their safe travel and minimise damage during transit. Upon return, the driver unloads the van and the instruments are acquitted by administration staff,</p>

EVIDENCE GUIDE

inspected for damage and booked into the laboratory. The lab supervisor makes sure that their technicians are aware of the special handling requirements of the two delicate instruments.

Biotechnology

During transit, samples must be handled and maintained under conditions which will ensure that their potency and efficacy are maintained. A courier has been asked to transport vaccine samples from the airport to the enterprise for laboratory evaluation. The supervisor faxes the courier company detailed instructions regarding pickup and handling/storage conditions during transit. In this case, the samples are in insulated containers and the temperature is monitored and recorded continuously. The courier collects the samples, puts them in the coolest part of the vehicle, ensuring that the package will not be subject to any sudden jolts, and transports them to the enterprise. After the samples arrive they are checked by the enterprise and appropriate documentation completed.

Biomedical

At 8 am the courier commences the day shift. The shift supervisor identifies the collection centres to be visited. The courier takes the mobile phone from the charger and checks their pager. In the vehicle, the courier logs in the odometer reading, makes a mental note of the fuel level, checks the cooler boxes and other equipment and carefully drives out. Today, there are pickups from four private hospitals and 12 collecting centres in a 200 sq km zone. As they approach the first hospital, there is a call from base with instructions to collect a tissue biopsy and bring it back immediately. He/she asks the base contact to tell haematology that their 10 am specimen arrival will be 40 minutes late because of this unforeseen diversion. Eventually, they complete the round, having remembered to replenish specimen collecting stock at each centre visited.

Environmental (1)

A technical assistant regularly handles and transports sensitive equipment over rough terrain in a 4WD vehicle. After reaching a field site, they are asked to transport expensive water monitoring equipment across an estuary in a small aluminium boat. The assistant notes that the equipment boxes are open to the weather and will need to be made waterproof. Because the water is choppy, the

EVIDENCE GUIDE

assistant adds extra packing material to cushion the most shock sensitive items. They choose to travel with the equipment rather than entrusting it to the local fisherman. Together, they carefully secure the items on the seats rather than placing them on the floor of the boat which is wet.

Environmental (2)

A waste management authority has sent one of their laboratory technicians to collect six containers that have been found by a member of the public on the verge of an industrial area service road. Given that the materials may be hazardous the technician assembles a full set of safety equipment. They also locate a laptop computer with MSDS information, a list of phone contacts for agencies responsible for handling hazardous materials and suitable containers for storing/transporting potentially hazardous materials. Upon arrival at the site, the technician locates six containers of concentrated sulphuric acid which are clearly labelled. The technician consults the MSDS for information on appropriate handling, storage and transportation procedures and follows them closely.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used.

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
- AS 1678 Emergency procedure guide -Transport
- AS 1940-2004 Storage and handling of flammable and combustible liquids
- AS 4332-2004 The storage and handling of gases in cylinders
- AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
- AS/NZS 2243 Set:2006 Safety in laboratories set
- AS/NZS 4452:1997 The storage and handling of toxic substances
- AS/NZS ISO 14000 Set:2005 Environmental management standards set
- animal welfare legislation and codes of practice
- Australia Post Guides
- Australian Dangerous Goods Code
- Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice
- International Air Transport Association (IATA) Regulations
- material safety data sheets (MSDS)
- occupational health and safety (OHS) national standards and codes of practice

Paperwork and documentation

Paperwork and documentation may include:

RANGE STATEMENT	
	<ul style="list-style-type: none"> • enterprise protocols regarding customer liaison and communication • vehicle log books • protocols for use of pagers, mobile telephones and two-way radios • precautions for safe handling and handling of specific materials (e.g. toxic, infective, radioactive and dangerous goods) • precautions for the transport of volatile and unstable fluids • incident/accident report forms • spillage and waste containment and disposal protocols and containment materials
Maintenance of the integrity of samples or test/calibration equipment	<p>Maintenance of the integrity of samples or test/calibration equipment could involve:</p> <ul style="list-style-type: none"> • use of appropriate sample containers (glass, plastic and opaque) • use of appropriate preservatives • wrapping container in foil to exclude light • temperature control, which may involve prevention of direct contact between the sample and coolant • use of appropriate equipment boxes (insulated, shockproof and waterproof) • restraint of containers to prevent movement • checking sample viability during transport while avoiding unnecessary handling
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • biohazards, such as micro-organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • chemicals, such as acids and hydrocarbons • sharps and broken glassware • manual handling of heavy sample bags and containers and equipment
Safety practices	<p>Safety practices may include:</p> <ul style="list-style-type: none"> • use of MSDS • use personal protective equipment, such as gloves, safety glasses, goggles and coveralls

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use of biohazard containers • safe road/off road driving practices • correct labelling of hazardous materials • handling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning and/or decontaminating of equipment and vehicle
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Sampling
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL953001A Receive and prepare samples for testing

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to log samples, check sample documentation, schedule and prepare samples for testing in accordance with enterprise procedures. This unit does not include testing, tissue processing or similar techniques.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to field and laboratory assistants in all industry sectors who receive and prepare samples as part/all of their jobs in a sample reception area.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Log samples	1.1. Record date (and time of arrival, if required) of samples at enterprise 1.2. Check and match samples with request forms before they are accepted 1.3. Enter samples into the laboratory information management system (LIMS) 1.4. Apply required document tracking mechanisms 1.5. Process 'urgent' test requests according to enterprise requirements 1.6. Ensure security and traceability of all information, laboratory data and records
2. Address customer service issues	2.1. Report to referring client when samples and request forms do not comply with enterprise requirements 2.2. Refer to supervisor for instruction where 'return to source' is inappropriate or not possible 2.3. Maintain confidentiality of all client/enterprise data and information 2.4. Ensure that information provided to customers is accurate, relevant and authorised for release 2.5. Deal with customers politely and efficiently and in accordance with enterprise procedures
3. Prepare samples for testing	3.1. Perform physical separation of the samples, as required 3.2. Prepare the required number of sub-samples 3.3. Perform chemical separation of the samples as required 3.4. Place samples in appropriate transport media, if appropriate 3.5. Monitor and control sample conditions before, during and after processing
4. Distribute samples	4.1. Group samples requiring similar testing requirements 4.2. Distribute samples to work stations maintaining sample integrity 4.3. Distribute request forms for data entry or filing in accordance with enterprise procedures 4.4. Check that samples and relevant request forms have been received by laboratory personnel
5. Maintain a safe work	5.1. Apply safe work practices to ensure personal safety

ELEMENT	PERFORMANCE CRITERIA
area and environment	and that of other laboratory personnel 5.2. Use appropriate protective equipment to ensure personal safety when sampling, processing, transferring or disposing of samples 5.3. Report all accidents and spillages to supervisor 5.4. Clean up splashes and spillages immediately using appropriate techniques and precautions 5.5. Minimise the generation of wastes and environmental impacts 5.6. Ensure the safe disposal of hazardous materials and other laboratory wastes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- receipt and logging in of samples
- checking of samples for history and acceptable transport conditions
- preparing and sub-sampling of samples
- labelling samples accurately and completely
- using standard precautions when dealing with potentially hazardous materials
- applying knowledge of the relationship between specific sample preparation and associated tests
- clarifying specific client requirements with appropriate personnel promptly
- labelling and storing samples in a way which maintains sample integrity and traceability
- disposing of samples following required procedures
- maintaining equipment and the workspace

Required knowledge

Required knowledge includes:

- enterprise procedures for the receipt, documentation, distribution and storage of samples
- potentially hazardous and unstable nature of samples
- requirement of specified sample types for specific tests
- importance of maintaining effective customer relations
- sample storage and transport requirements
- relevant health, safety and environment requirements

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example: Biomedical laboratories:

- potentially infective nature of all biological materials
- nature of unstable solutions, such as anti-coagulated whole blood
- non-conformance of clotted samples for procedures, such as routine haematological tests

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • safely receive and log samples in accordance with enterprise procedures • apply knowledge of the relationship between sample preparation requirements and associated tests • deal with customers politely and efficiently • recognise and deal with problems according to enterprise procedures • maintain sample integrity and traceability.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL913001A Communicate with other people</i> • <i>MSL943002A Participate in laboratory/field workplace safety.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • a selection of sample containers, tubes, request forms and sample documentation • simulated samples when an authentic sample is unavailable or inappropriate.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of sample receipt and preparation records prepared by the candidate • feedback from supervisors and peers • direct observation of sample receipt and preparation • questioning to assess knowledge of procedures where direct observation is difficult (such as sample receipt and preparation in the field). <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p>

EVIDENCE GUIDE

	<p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Environmental</p> <p>A laboratory assistant at a hazardous liquid waste recycling plant is required to log in all samples, match all samples with the in-house profile of the source of the waste, label them and activate the tracking procedure. He/she then prepares a sample for a series of standard tests which are determined by the profile of the waste material (acid or alkali, organic or heavy metal, etc). Given the hazardous nature of the waste, the laboratory assistant must use appropriate safety equipment at all times and ensure the safe disposal of all hazardous material. The assistant must work efficiently as these procedures are activated upon arrival of a road tanker and when the hazardous waste has been verified and judged acceptable for treatment at the plant by the laboratory supervisor. The laboratory assistant also liaises with the truck driver, or the referring client, should the samples (and/or subsequent tests) not comply with enterprise conditions for receiving the hazardous waste.</p> <p>Construction materials testing and mineral assay</p> <p>A laboratory assistant has received a consignment of disturbed soil samples from a client for classification testing. A test request and field logs have been sent by mail. Each sample is bagged and labelled, with the label showing the name of the client, project, date and sampling location, and a field description of the material. The laboratory policy is that samples weighing more than 20 kg must be bagged so that the individual bags do not exceed this limit and labelled as bag 1 of ..., bag 2 of ...</p>

EVIDENCE GUIDE

etc. The assistant checks to ensure all component bags of such samples are present. He/she is careful to handle the samples using safe manual handling techniques. The assistant arranges the samples in order of location and reconciles them with the test request and logs. Two samples have been shown on the request but have not been received. The assistant emails the technician who despatched them and subsequently is advised that they were overlooked during despatch and will be forwarded as soon as possible.

The assistant compares the samples with the field descriptions and finds that they match. Samples that are not designated for testing immediately are set aside in the laboratory store. The remainder are placed in trays for drying in the 50°C oven. The tray numbers are carefully written on the respective worksheets. When the samples have dried and cooled they are split out sufficiently for sieve analysis and plasticity testing, making allowance for the maximum particle size of each sample. The assistant is careful to avoid raising dust during the process.

Biomedical

A laboratory assistant has just started a shift in specimen reception and puts on a coat and gloves before touching any samples. There is a pile of samples and forms in the sample box. In some cases, the samples and forms are enclosed in a plastic bag. In other cases, they are seemingly unconnected. The assistant notices that one of the samples has a bloodstained label. She/he quickly examines the samples, isolates the leaking sample in a lockable plastic bag and places the related request form in the bag's separate compartment. The assistant then disposes of her/his dirty gloves. The assistant now logs all samples into the computer, placing to one side a sample and request form that is inadequately labelled. She/he makes a note to call the referring doctor as soon as possible. The assistant places the haematology samples in the colour-coded tray and calls the laboratory for their pickup. She/he then calls the doctor of the patient whose sample is inadequately labelled. She/he records the missing date of birth on the request form, and then barcode/labels tubes for the samples' testing. Within 30 minutes, she/he has cleared the first rush of samples. She/he takes the time to carefully empty the bin of

EVIDENCE GUIDE	
	wastes.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS ISO 14000 Set:2005 Environmental management standards set
- Australia Post Guides
- Australian Dangerous Goods Code
- Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice
- enterprise operating procedures for preparing samples
- enterprise quality manuals
- gene technology regulations
- International Air Transport Association (IATA) Regulations
- material safety data sheets (MSDS)
- occupational health and safety (OHS) national standards and codes of practice
- procedure sheets for physical and chemical separation
- procedure sheets indicating how samples and sub-samples are to be labelled, processed, distributed, flagged for urgent testing or for other non-routine requirements, including referral to external laboratories

RANGE STATEMENT	
	<ul style="list-style-type: none"> • procedure sheets indicating transport and storage requirements • safety manuals describing personal protective equipment requirements, control of hazardous wastes, containment and cleanup of spillages, and disposal and recycling of wastes
Samples received	<p>Samples received may include:</p> <ul style="list-style-type: none"> • gas or air samples • liquid samples, such as water and waste water, stormwater, sludges and complex mixtures and sewage • solid samples, such as soils and sediments, rocks/minerals, concrete, quarry or mining products • solid wastes, such as hazardous, non-hazardous, domestic, commercial, industrial, mining and agricultural • biological specimens such as tissue and blood • raw materials, start, middle, end of production run samples and final products
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • biohazards, such as micro-organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • dust and noise • chemicals, such as acids and hydrocarbons • aerosols • sharps and broken glassware • manual handling of heavy sample bags and containers • crushing, entanglement and cuts associated with moving machinery
Safe work practices	<p>Safe work practices may include:</p> <ul style="list-style-type: none"> • use of MSDS • use of personal protective equipment, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots • use of biohazard containers and laminar flow cabinets

RANGE STATEMENT	
	<ul style="list-style-type: none"> • correct labelling of reagents and hazardous materials • handling, and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning and/or decontamination of equipment and work areas
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Sampling
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL954001A Obtain representative samples in accordance with sampling plan

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to obtain a range of samples that are representative of the source material (e.g. raw ingredients, product in process and final product) and to prepare the samples for testing. All sampling activities are conducted in accordance with a defined sampling plan. This unit does not cover the subsequent testing of the samples.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory technicians in all industry sectors. It involves:</p> <ul style="list-style-type: none"> • a range of sampling plans, samples and sampling procedures, which apply to the enterprise site, plant laboratory or field sites • enterprise products/materials and hazardous materials • a range of sampling points and/locations. <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for sampling	<ul style="list-style-type: none"> 1.1. Confirm the sampling location, number and type of samples, and timing and frequency of sampling from enterprise or client's sampling plan 1.2. Liaise with relevant personnel to arrange site access and, if appropriate, all necessary clearances and/or permits 1.3. Select sampling equipment and conditions to achieve representative samples and preserve sample integrity during collection, storage and transit 1.4. Check that all procedures are in accordance with client or enterprise requirements, relevant standards and codes 1.5. Identify site and sampling hazards and review enterprise safety procedures 1.6. Assemble and check all sampling equipment, materials, containers and safety equipment 1.7. Arrange suitable transport to, from and around site as required
2. Conduct sampling and log samples	<ul style="list-style-type: none"> 2.1. Locate sampling sites and, if required, services at the site 2.2. Conduct representative sampling in accordance with sampling plan and defined procedures 2.3. Record all information and label samples in accordance with traceability requirements 2.4. Record environment or production conditions and any atypical observations made during sampling that may impact on sample representativeness or integrity 2.5. Transport all samples back to base according to standard operating procedures (SOPs) and relevant codes
3. Prepare samples for testing	<ul style="list-style-type: none"> 3.1. Prepare sub-samples and back-up sub-samples that are representative of the source 3.2. Label all sub-samples to ensure traceability and store in accordance with SOPs 3.3. Follow defined preparation and safety procedures to limit hazard or contamination to samples, self, work area and environment 3.4. Distribute sub-samples to defined work stations maintaining sample integrity and traceability requirements

ELEMENT	PERFORMANCE CRITERIA
4. Address client issues	4.1. Enter approved information into laboratory information management system (LIMS) 4.2. Report all relevant aspects of the sampling and preparation phases in accordance with enterprise procedures 4.3. Ensure that information provided to client is accurate, relevant and authorised for release 4.4. Maintain security and confidentiality of all client/enterprise data and information
5. Maintain a safe work environment	5.1. Clean all equipment, containers, work area and vehicles according to enterprise procedures 5.2. Check serviceability of all equipment before storage 5.3. Use defined safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel 5.4. Minimise the generation of wastes and environment impacts 5.5. Ensure the safe collection of all hazardous wastes for appropriate disposal

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- collecting representative samples in accordance with a sampling plan
- techniques to preserve the integrity of samples
- identifying atypical materials and samples and taking appropriate action
- maintaining sampling equipment
- completing sampling records
- working safely
- following requirements for the disposal of waste and the preservation of the environment

Required knowledge

Required knowledge includes:

- principles of representative samples
- principles and procedures for random, systematic and stratified sampling, consistency of sampling procedures
- preservation of the integrity of samples
- maintaining identification of samples relative to their source
- enterprise and/or legal traceability requirements
- cost effectiveness of sampling
- characteristics of product/material to be sampled and likely contaminants
- links between quality control, quality assurance, quality management systems and sampling procedures
- enterprise procedures dealing with legislative requirements for the handling, labelling and transport of hazardous goods
- links between correct occupational health and safety (OHS) procedures and personal and environmental safety particularly at high risk sites

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example: Biomedical and environmental services:

- specific legislation on biohazards
- documentation procedures for the chain of custody for samples to be used as evidence or for blood transfusion

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • collect the specified quantity of sample to enable all processing and testing to occur and back-up samples to be stored • obtain a sample that is representative of the bulk material • preserve the integrity of samples by closely adhering to procedures • label samples and sub-samples to satisfy enterprise/legal traceability requirements • identify atypical materials and samples and take appropriate action • maintain sampling equipment in appropriate condition • complete sampling records using enterprise procedures • follow safety regulations and enterprise OHS procedures during sampling, transport and storage • follow relevant legislative requirements for the disposal of waste and the preservation of the environment.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924001A Process and interpret data</i> • <i>MSL943002A Participate in laboratory/field workplace safety</i> • <i>relevant MSAL974000 series units of competency</i> • <i>relevant MSAL975000 series units of competency relevant to the sampling.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • variety of sample types • sampling plans • a selection of sampling containers and sampling

EVIDENCE GUIDE	
	equipment.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • inspection of samples collected by the candidate • review of sampling documentation completed by the candidate • feedback from peers, customers and supervisors that sampling plans were followed • questioning to assess underpinning knowledge of representative sampling procedures • observation of the candidate taking a range of samples. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>A metallurgical laboratory technician is very familiar with preparing representative samples for a range of final products in a steelmaking plant. One day, he/she is asked to sample a 50 tonne small-particle coal delivery which is believed to have a higher than acceptable sulphur content. Having never prepared representative samples for such a large quantity of material, the technician consulted their supervisor and developed an appropriate sampling plan. The technician arranged for the operator of a small front-end loader to take buckets of coal from five equally spaced points around the pile. The resulting</p>

EVIDENCE GUIDE

material was then combined and mixed in one heap. The technician coned and quartered the heap enough times to obtain a representative sample of about 5kg. He/she arranged for the unwanted material to be returned to the stockpile. On return to the laboratory, the technician crushed the sample and repeatedly coned and quartered the material to obtain an analytical portion.

Environmental

A field technician trained in sampling natural water systems is asked to sample a bright yellow industrial wastewater discharge into a small creek. The relevant sampling plan specifies that the samples should be collected where the waste water is well mixed near the centre of the creek and at the mid-depth point. The technician also notes that the samples must be collected where turbulence is at a maximum so that the settling of solids is minimal. On arrival at the site, the technician locates where the wastewater is entering the creek. He/she moves downstream to where the waste water and creek water is well mixed and there is little apparent loss of the yellow suspended solids. The technician dons the required personal protective equipment and uses a convenient bridge to collect a set of six samples and duplicates over a half-hour period using the equipment and procedures specified in the sampling plan. Using a field notebook, the technician records all information specified in the laboratory's chain of custody requirements and safety plan for handling potentially hazardous industrial waste.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS 1199 Sampling procedures and tables for inspection by attributes
 - AS 1678 Emergency procedure guide -Transport
 - AS 1940-2004 Storage and handling of flammable and combustible liquids
 - AS 3780-2008 The storage and handling of corrosive substances
 - AS 4433.2-1997 Guide to the sampling of particulate materials - Preparation of samples
 - AS/NZS 4452:1997 The storage and handling of toxic substances
- American Association of Cereal Chemists (AACC) Approved Methods of Analysis
- Australian Dangerous Goods Code
- enterprise and/or client sampling schemes and sampling plans
- enterprise recording and reporting procedures
- gene technology regulations
- material safety data sheets (MSDS)
- methods and procedures which may be written to meet enterprise, client and/or regulatory/certifying body requirements
- National Code of Practice for the labelling of workplace substances [NOHSC:2012 (1994)]
- site plans, maps and specifications

RANGE STATEMENT	
Basic principles of sampling	<p>Basic principles of sampling include:</p> <ul style="list-style-type: none"> • representative samples • preservation of integrity of samples • maintaining identification of samples relative to their source, enterprise and legal traceability • cost-effectiveness of sampling • consistency of sampling procedures • sampling principles, including random, systematic and stratified sampling
Materials sampled	<p>Materials sampled may include:</p> <ul style="list-style-type: none"> • gas or air samples • liquid samples, such as water, groundwater, waste water, stormwater, sludges and sewage • solid samples, such as soil, sediments, rocks, concrete, quarry and mining material • solid wastes • raw materials, start, middle, end of production run samples, final products and materials used in production processes, such as flocculants • plants • animals • microbiological samples
Types of samples	<p>Types of samples may include:</p> <ul style="list-style-type: none"> • grab samples • composite samples • quality control samples • research or one-off samples • environmental or survey samples
Sampling tools and equipment	<p>Sampling tools and equipment may include:</p> <ul style="list-style-type: none"> • shovels, augers and chain saws • sampling frames, sampling tubes, dip tubes, spears, flexible bladders and syringes • front-end loader, backhoe, excavator and drill rig • sample bottles or containers, plastic containers and disposable buckets • access valves • sample thief • auto samplers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • pumps and stainless steel bailers • traps and cages • sterile containers, pipettes, inoculating loops and disposable spoons
Maintenance of integrity of samples	<p>Maintenance of integrity of samples may include:</p> <ul style="list-style-type: none"> • use of compatible container, such as glass, plastic, amber and opaque bottles • use of appropriate preservatives, such as sodium azide, toluene or antibiotics • decontamination of sampling tools between collection of consecutive samples • wrapping container in foil • purging of sample lines and boxes • handling and transport to avoid disturbance or damage • temperature control which may involve insulation of sample without direct contact with the coolant • wrapping in wet newspaper, cloth, sand or sawdust • transfer of sterile sample into sterile container • monitoring of storage conditions
Site and sampling hazards	<p>Site and sampling hazards may include:</p> <ul style="list-style-type: none"> • solar radiation, dust and noise • wildlife, such as snakes, spiders and domestic animals • biohazards, such as micro-organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • chemicals, such as acids and hydrocarbons • aerosols • sharps and broken glassware • manual handling of heavy sample bags and containers • crushing, entanglement and cuts associated with moving machinery and hand tools • vehicular and pedestrian traffic
Safety procedures	<p>Safety procedures may include:</p> <ul style="list-style-type: none"> • use of MSDS

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use of personal protective equipment, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots • use of biohazard containers and laminar flow cabinets • correct labelling of reagents and hazardous materials • handling, and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning and/or decontaminating equipment and work areas • machinery guards • signage, barriers, service isolation tags, traffic control and flashing lights • lockout and tag-out procedures
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Sampling
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL973001A Perform basic tests

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to perform tests and measurements using standard methods with access to readily available advice from supervisors.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory/field assistants working in all industry sectors. In general, they do not calibrate equipment and make only limited adjustments to the controls. They do not interpret or analyse results or troubleshoot equipment problems.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret test requirements	1.1. Review test request to identify samples to be tested, test method and equipment involved 1.2. Identify hazards and enterprise controls associated with the sample, preparation methods, reagents and/or equipment
2. Prepare sample	2.1. Record sample description, compare with specification, record and report discrepancies 2.2. Prepare sample in accordance with appropriate standard methods
3. Check equipment before use	3.1. Set up test equipment in accordance with test method 3.2. Perform pre-use and safety checks in accordance with enterprise procedures and manufacturer's instructions 3.3. Identify faulty or unsafe equipment and report to appropriate personnel 3.4. Check calibration status of equipment and report any out of calibration items to appropriate personnel
4. Perform tests on samples	4.1. Identify, prepare and weigh or measure sample and standards to be tested 4.2. Conduct tests in accordance with enterprise procedures 4.3. Record data in accordance with enterprise procedures 4.4. Perform calculations on data as required 4.5. Identify and report out of specification or atypical results promptly to appropriate personnel 4.6. Shut down equipment in accordance with operating procedures
5. Maintain a safe work environment	5.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel 5.2. Minimise the generation of wastes and environmental impacts 5.3. Ensure safe disposal of laboratory and hazardous wastes 5.4. Clean, care for and store equipment and reagents as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- interpreting enterprise procedure or standard methods accurately
- using safety information, such as material safety data sheets (MSDS) and performing procedures safely
- checking test equipment before use
- completing all tests within required timeline without sacrificing safety, accuracy or quality
- calculating, recording and presenting results accurately and legibly
- maintaining security, integrity and traceability of all samples, data/results and documentation
- cleaning and maintaining equipment

Required knowledge

Required knowledge includes:

- concepts of metrology
- the international system of units (SI)
- purpose of test
- principles of the standard method
- pre-use equipment checks
- relevant standards/specifications and their interpretation
- sources of uncertainty in measurement and methods for control
- enterprise and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations
- procedures for recognition/reporting of unexpected or unusual results
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • accurately interpret enterprise procedures or standard methods • complete all tests within the required timeline without sacrificing safety, accuracy or quality • demonstrate close attention to the accuracy and precision of measurements and the data obtained • maintain the security, integrity and traceability of all samples, data/results and documentation.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL922001A Record and present data.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with appropriate equipment standards and materials • enterprise procedures and standard methods, and equipment manuals • MSDS.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of the quality of test data/results achieved by the candidate over time • inspection of records and workplace documentation completed by the candidate • feedback from peers and supervisors • observation of the candidate performing a range of basic tests • oral or written questioning to check underpinning knowledge of test procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess</p>

EVIDENCE GUIDE

	<p>directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>Standard testing methods may be viewed as legal requirements that must be followed to ensure that a product manufactured in a chemical plant meets the specification by which it is sold to the customer. Technical assistants perform tests in a quality control laboratory to ensure that material meets legal requirements and the material is safe and effective in use. Peroxides may be present in ether as a result of light-catalysed air oxidation. Peroxides are toxic and can give rise to mixtures which are explosive when distilled. Technical assistants test ether to ensure that the level of peroxide is within acceptable limits. The test is done by shaking ether with a solution of potassium iodide. After standing for 30 minutes in the dark the yellow colour of the aqueous phase, due to the liberation of iodine, must not be more intense than a prepared standard solution. These tests ensure the quality and safety of the ether.</p> <p>Food processing</p> <p>A snack food company produces a range of high quality, impulse purchase snack foods. Some of these products are moisture and/or oxygen sensitive and are therefore packaged in multi-layer flexible packaging to provide optimum shelflife. The packaging must also be able to withstand the rigours of the production and distribution process. While the packaging is purchased to meet the shelflife and distribution specifications, the quality</p>

EVIDENCE GUIDE

assurance program requires the periodic evaluation of the packaging materials against these specifications. A laboratory assistant uses standard methods to test the tearing resistance, bursting strength, impact resistance and permeability and/or leakage of the snack food packaging. Tests are also conducted on aspects of the manufacturing process that can affect shelflife. These tests involve the measuring of the heat-seam strength and the sealing performance of the closure process. The test results are recorded by the laboratory assistant to verify the conformance of the materials to the supplier specifications and of the process to the manufacturing specifications. The assistant reports any anomalies or non-conformances to the appropriate personnel.

Construction materials testing

A technician performs an Aggregate Stripping Test (AS 1141.50) and enters the results in the laboratory's information management system (LIMS). The resulting 20-30% stripped values (i.e. 70-80% adhering) indicate a 'fail' result. The technician notes that he has repeated the test and obtained the same 'fail' result. The laboratory manager reviews the results and asks the technician to explain how he performed the test. He describes how he prepared 3-4 mm thick plates of bitumen and binding agent in the mould and then placed 50 small clean pieces of aggregate on top. After treatment in an oven for 24 hours and a 50°C water bath in accordance with the test method, the technician had then carefully pulled out the pieces of aggregate and avoiding any twisting motion. He then estimated the % of bitumen adhering to each of the stones with the expectation that the stripped value would be about 5% (i.e. 95% adhering). The manager is satisfied that the technician has performed the test in accordance with the method and suggested that he now re-run the test with a known aggregate as a control. This test gives a stripped value of 5-7% (i.e. 93-95% adhering). The manager is now sufficiently confident of the laboratory's results to sign and issue the test report and explain the aggregate's 'test failure' to the client.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS ISO 1000-1998 The international system of units (SI) and its application
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243 Set:2006 Safety in laboratories set
- Australian code of good manufacturing practice for medicinal products (GMP)
- calibration and maintenance schedules
- enterprise recording and reporting procedures
- equipment manuals
- equipment startup, operation and shutdown procedures
- MSDS and safety procedures
- material, production and product specifications
- national measurement regulations and guidelines
- principles of good laboratory practice (GLP)
- production and laboratory schedules
- quality manuals
- standard operating procedures (SOPs)

Concepts of metrology

Concepts of metrology may include:

- that all measurements are estimates
- measurements belong to a population of measurements of the measured parameters

RANGE STATEMENT	
	<ul style="list-style-type: none"> • repeatability • precision • accuracy • significant figures • sources of error • uncertainty • traceability
Preparation of samples	<p>Preparation of samples may include:</p> <ul style="list-style-type: none"> • sub-sampling or splitting using procedures, such as riffing, coning and quartering, manual and mechanical splitters • diluting samples • physical treatments, such as ashing, dissolving, filtration, sieving, centrifugation and comminution • moulding, casting or cutting specimens
Typical tests carried out by laboratory/field assistants	<p>Typical tests carried out by laboratory/field assistants may include:</p> <ul style="list-style-type: none"> • visual/optical tests of appearance, colour, texture, identity, turbidity, refractive index (alcohol content and Baume/Brix) • physical tests: <ul style="list-style-type: none"> • density, specific gravity and compacted density • moisture content and water activity • particle size, particle shape and size distribution • chemical tests: <ul style="list-style-type: none"> • gravimetric • colorimetric • electrical conductivity (EC) and pH • specific ions using dipsticks and kits • nutrients (e.g. nitrates and orthophosphates) using basic kits • ashes, including sulphated ashes • biological/environmental tests: <ul style="list-style-type: none"> • pH, oxygen reduction potential (ORP), dissolved oxygen (DO) and (EC) • E coli using test kits

RANGE STATEMENT	
	<ul style="list-style-type: none"> • surface hygiene/presence of microbes • packaging tests: <ul style="list-style-type: none"> • tearing resistance, bursting strength and impact resistance • permeability and/or leakage • mechanical tests: <ul style="list-style-type: none"> • Emerson class • concrete slump
Measurements	<p>Measurements may include:</p> <ul style="list-style-type: none"> • simple ground surveys • meteorological parameters, such as wind direction/strength, rainfall, maximum/minimum temperature, humidity and solar radiation • simple background radiation survey • production/process parameters, such as temperature, flow and pressure • gas levels in a confined space
Common measuring equipment	<p>Common measuring equipment may include:</p> <ul style="list-style-type: none"> • dimension apparatus • DO and EC • analogue and digital meters and charts/recorders • basic chemical and biological test kits • dipsticks and site test kits (e.g. HACK) • timing devices • temperature measuring devices, such as thermometers and thermocouples
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • electric shock • biohazards, such as microbiological organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • solar radiation, dust and noise • chemicals, such as sulphuric acid, fluorides and hydrocarbons • aerosols • sharps, broken glassware and hand tools

RANGE STATEMENT	
	<ul style="list-style-type: none"> • flammable liquids • dry ice and liquid nitrogen • fluids under pressure • sources of ignition • occupational overuse syndrome, slips, trips and falls • manual handling, working at heights and working in confined spaces • crushing, entanglement and cuts associated with moving machinery or falling objects
Enterprise controls to address hazards	<p>Enterprise controls to address hazards may include:</p> <ul style="list-style-type: none"> • use of MSDS • use of signage, barriers and service isolation tags • use of personal protective equipment, such as hard hats, hearing protection, sunscreen lotion, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots • use of appropriate equipment, such as biohazard containers and cabinets and laminar flow cabinets • recognising and observing hazard warnings and safety signs • labelling of samples, reagents, aliquoted samples and hazardous materials • handling and storage of all hazardous materials and equipment in accordance with labelling, MSDS and manufacturer's instructions, and enterprise procedures and regulations • cleaning and decontaminating equipment and work areas regularly using recommended procedures • following established manual handling procedures for tasks involving manual handling
Minimising environmental impacts	<p>Minimising environmental impacts may involve:</p> <ul style="list-style-type: none"> • recycling of non-hazardous waste, such as chemicals, batteries, plastic, metals and glass • appropriate disposal of hazardous waste • correct disposal of excess sample/test material • correct storage and handling of hazardous

RANGE STATEMENT	
	chemicals
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

MSL973002A Prepare working solutions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to prepare working solutions and to check that existing stocks are suitable for use. Calculations of quantities, choice of reagent grades and required dilutions will be specified by the supervisor.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory assistants working in all industry sectors. Test solutions include those required to perform laboratory tests.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Safely use laboratory chemicals, glassware and equipment	1.1. Apply appropriate safety precautions for use of laboratory equipment and hazardous chemical materials 1.2. Use appropriate laboratory glassware and measuring equipment 1.3. Clean and store glassware and equipment in accordance with enterprise procedures
2. Make up working solutions	2.1. Identify the relevant standard methods for solution preparation 2.2. Assemble specified laboratory equipment 2.3. Select and prepare materials and solvent of specified purity 2.4. Measure appropriate quantities of reagents for solution preparation and record data 2.5. Prepare labels and log solution details in laboratory register 2.6. Transfer solutions to appropriately labelled containers
3. Check existing stock of solutions	3.1. Monitor shelf life of working solutions according to laboratory procedures 3.2. Replace out-of-date or reject solutions according to laboratory procedures 3.3. Conduct routine titrimetric analyses, if appropriate, to determine if solutions are fit for purpose

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- using appropriate materials, equipment and procedures to prepare solutions
- following appropriate occupational health and safety (OHS), and hygiene procedures, if appropriate
- using all equipment safely and efficiently
- using enterprise procedures to calculate concentrations
- identifying solutions not fit for use
- using titrations to determine the concentration of solutions
- labelling, storing and disposing of solutions appropriately
- recording and presenting data appropriately

Required knowledge

Required knowledge includes:

- relevant biological, chemical, food and laboratory terminology
- principles of metrology
- the international system of units (SI)
- concentration terms, such as % w/w, % w/v, % v/v, ppm (mg/L) and molarity
- basic theory of acids, bases, salts, buffers and neutralisation
- enterprise procedures for preparing solutions
- calculations required to prepare specified amounts of solutions of specified concentration
- appropriate OHS procedure for preparing, handling and disposal of solutions
- use of material safety data sheets (MSDS)
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • prepare working solutions in compliance with relevant standards, appropriate procedures and/or enterprise requirements • follow OHS procedures to safely use laboratory chemicals glassware and equipment • make up working solutions according enterprise procedures • check existing stocks of solutions as being fit for purpose.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL922001A Record and present data</i> • <i>MSL943002A Participate in laboratory/field workplace safety.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with appropriate equipment and reagents • SOPs and testing methods • access to appropriate containers and storage facilities.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • inspection of solutions prepared, labelled and stored by the candidate • review of solution records and workplace documentation completed by the candidate • feedback from peers and supervisors • observation of the candidate preparing working solutions • oral or written questioning. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess</p>

EVIDENCE GUIDE

	<p>directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Manufacturing</p> <p>When starting materials used for the manufacture of common household materials are in transit from the supplier to the manufacturer, they may degrade if subjected to conditions, such as heat, moisture, light and oxygen. Even when the supplier ships quality materials to the manufacturing plant, the materials may be sub-standard when they arrive. Quality control tests are designed to test starting materials to ensure they are within specification. For example, aspirin forms salicylic acid when stored under adverse conditions. Laboratory assistants prepare and monitor the quality of solutions, such as ferric chloride solution, which gives an intense violet colour when added to salicylic acid but gives no colour with aspirin. Absence of the violet colouration indicates that breakdown of the aspirin hasn't occurred.</p> <p>Biomedical</p> <p>A laboratory assistant made up 1 litre of buffer solution using buffer tablets and a 1 litre volumetric flask as specified in the method. To ensure the solution was suitable for use the assistant measured the pH and found it was within acceptable range. The assistant then appropriately labelled a storage vessel and stored the buffer according to requirements. By following enterprise procedures the shelf life of the buffer was maximised.</p>

EVIDENCE GUIDE**Environmental**

An environmental laboratory is contracted to determine the acidity of water samples taken from local lakes and streams. A laboratory assistant is required to make up small batches of 0.01M sodium hydroxide and to determine its concentration by titrating it against a standard solution of potassium acid phthalate using phenolphthalein indicator. This procedure is carried out monthly to ensure that the concentration of the sodium hydroxide solution is accurately known. Alternatively, the laboratory assistant may be required to prepare and standardise a fresh batch of sodium hydroxide on a monthly basis. In this case, he/she must understand the underpinning knowledge of basic acid/base theory, potential problems of interferences (such as slow absorption of carbon dioxide by sodium hydroxide solution) so as to ensure that the concentrations of workup solutions are accurately known. He/she must also be skilled in calculating and performing dilution when required to prepare such low concentrations (0.01M) of working solutions.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS 2163-2000 Laboratory glassware - Measuring cylinders
 - AS 2165-1996 Laboratory glassware - Burettes AS 2162.1-1996 Verification and use of volumetric apparatus - General - Volumetric glassware
 - AS ISO 1000-1998 The international system of units (SI) and its application
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243 Set:2006 Safety in laboratories set
- Australian code of good manufacturing practice for medicinal products (GMP)
- calibration and maintenance schedules
- enterprise recording and reporting procedures
- equipment manuals
- equipment startup, operation and shutdown procedures
- MSDS and safety procedures
- material, production and product specifications
- national measurement regulations and guidelines
- principles of good laboratory practice (GLP)
- production and laboratory schedules
- quality manuals

RANGE STATEMENT	
	<ul style="list-style-type: none"> • standard operating procedures (SOPs)
Concepts of metrology	<p>Concepts of metrology may include:</p> <ul style="list-style-type: none"> • that all measurements are estimates • measurements belong to a population of measurements of the measured parameters • repeatability • precision • accuracy • significant figures • sources of error • uncertainty • traceability
Typical test solutions	<p>Typical test solutions may include:</p> <ul style="list-style-type: none"> • solutions required for diagnostic/analytical and limit tests in food and chemical laboratories, such as sulphates, chlorides and heavy metals • solutions, such as stains for standard diagnostic/analytical procedures in biomedical/environmental laboratories, such as cell staining, fixation of cells and tissues, suspension of cells and titrimetric indicators • solutions required for laboratory maintenance and disinfection, such as 70% ethanol and hypochlorite
Laboratory equipment	<p>Laboratory equipment may include:</p> <ul style="list-style-type: none"> • pH meters • balances • magnetic stirrers, water baths and hot plates • measuring cylinders, beakers, conical flasks, volumetric flasks, pipettes and burettes • filter papers and funnels • fume cupboards
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • corrosive chemicals, such as acids and alkalis • sources of heat, such as burners • sharps and broken glassware • spillages
Safety precautions	<p>Safety precautions may include:</p>

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use of MSDS • use of personal protective equipment, such as safety glasses, gloves and coveralls • correct labelling of reagents and hazardous materials • handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • regular cleaning and/or decontamination of equipment and work areas
Monitoring quality of solutions	<p>Monitoring quality of solutions may include:</p> <ul style="list-style-type: none"> • noting turbidity to exclude absorption of moisture • noting deposits to exclude microbial contamination or chemical degradation • noting crystals to exclude evaporation • conducting titrations to check concentration • noting colour changes indicating a pH shift with solutions containing indicators • checking expiry dates on solution containers
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL973003A Prepare culture media

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to prepare culture media which is free of contamination to facilitate optimal growth of organisms and cells. It includes the ability to organise the materials, equipment and work environment and follow standard methods.
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Application of the Unit

Application of the unit	This unit of competency is applicable to laboratory assistants in the biomedical, biological, environmental, food processing and pharmaceutical industry sectors. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare culture media	1.1. Prepare mixture of media and solvent to ensure solution and even settling of heat soluble materials 1.2. Label media to allow tracking in subsequent processes 1.3. Use a vessel large enough to endure adequate mixing and heating of the media 1.4. Dispense media into vessels for sterilisation, leaving room for expansion during heating and cooling
2. Sterilise media	2.1. Load the steriliser in keeping with maximum permitted loads and appropriate positioning of materials 2.2. Ensure a sterilisation indicator is correctly placed with the load to monitor sterilisation process 2.3. Operate sterilisation cycle in accordance with manufacturer's requirements to achieve sterilisation at the required settings 2.4. Cool media to the temperature specified in the media formulation procedures
3. Pour, label and store media	3.1. Add labile constituents where necessary, under conditions that will not lead to their denaturation or contamination of media 3.2. Ensure even mixing of additives and media before dispensing 3.3. Aseptically dispense media to minimise occurrence of procedural contamination 3.4. Label media to allow for selection, avoiding areas of the culture vessel required for examination of colony growth 3.5. Store media to maximise shelf life and minimise contamination 3.6. Date batch media to ensure correct batch rotation 3.7. Incubate control plates as a sterility check
4. Perform quality control checks	4.1. Inspect media for any evidence of possible contamination or problems with structure or sterilisation 4.2. Check useability of selective media by growth of expected organism 4.3. Check stored stocks at regular intervals for conformance to required standards

ELEMENT	PERFORMANCE CRITERIA
5. Maintain work area and equipment to prevent cross-infection and contamination	5.1. Use personal protective equipment and safe work practices to ensure safety of self and others 5.2. Place disposable and reusable items into relevant receptacles 5.3. Clean and disinfect work area and equipment after use 5.4. Transport disposable and reusable contaminated materials to relevant areas for disinfection, sterilisation and cleaning or disposal

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- calculating mass and volume
- measuring accurately
- making media to support growth of the relevant micro-organism or tissue
- preventing cross-contamination
- following enterprise procedures consistently
- labelling and storing culture media according to enterprise procedures
- accurately recording data
- reporting non-compliance, anomalies or out of specification results
- sorting, collecting, treating, recycling or disposing of waste
- using appropriate personal protective equipment

Required knowledge

Required knowledge includes:

- basic microbiological concepts and terminology such as growth rates in culture, production of gas and haemolysis of red cells in media
- growth requirements of micro-organisms (bacteria, fungi, protozoans, viruses and multi-cellular parasites) in terms of their laboratory culture
- the purpose, content and features of culture media and the relationship between the correct preparation of culture media and the optimal growth of organisms or cells
- nature, properties and use of a range of biological media
- the relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- the importance of physical requirements, such as pH and temperature on optimal growth of organisms and cells
- the effect of inappropriate storage on culture media quality and performance
- cleaning and sanitising requirements of equipment and work area
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure candidates can:</p> <ul style="list-style-type: none"> • prepare culture media which is free of contamination to facilitate the optimal growth of organisms and cells • use appropriate sterilisation techniques, such as maintaining adequate space between containers • perform post-sterilisation procedures, such as dispensing or adding using aseptic technique • ensure the sterilised media has cooled down sufficiently to ensure that heat labile constituents, such as blood, hormones or antibodies are not inactivated when added to the media • consistently follow enterprise procedures • report non-compliances, anomalies or out of specification results.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL943002A Participate in laboratory/field workplace safety</i> • <i>MSL973004A Perform aseptic techniques.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • work schedule and enterprise procedures, including advice on safe work practices • relevant equipment and personal protective equipment • MSDS.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of quality assurance results and examination of batches of media prepared by the candidate • observation of the candidate preparing culture media • written and/or oral questioning to assess underpinning knowledge.

EVIDENCE GUIDE

	<p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
<p>This competency in practice</p>	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Food processing</p> <p>A laboratory assistant's task was to prepare and pour agar plates in readiness for milk sampling. The assistant collected all the equipment and material needed to make an agar plate and ensured the working area was suitably prepared. The agar solution was carefully prepared and poured into a large conical flask prior to sterilisation in the autoclave. On completion of the sterilisation cycle, the agar was cooled to 42°C in a water bath. It was then poured into the plates after flaming the neck of the flask. The lids were quickly replaced on the plates to minimise contamination. The plates were then stored. Any excess plates were bagged in a laminar flow unit and then placed in the fridge. The equipment was hot washed and the benches swabbed with 70% ethanol solution.</p> <p>Biomedical</p> <p>Media preparation is a routine task of the technical assistant. The methods and standard procedures are all documented but common working knowledge and standard 'don'ts' are not always written into the methods. Some ingredients, such as labile nutrients and antibiotics must be added under sterile conditions after the basic ingredients have been mixed and autoclaved. In one laboratory there is a list of ingredients not to be</p>

EVIDENCE GUIDE

autoclaved posted on the notice board, in the media recipe book and for good measure, on the autoclave itself. One day, a technical assistant who was preparing media added all the ingredients, including the glucose, then autoclaved all 20L of it. The technical assistant learned the consequences of not paying full attention to the procedure the hard way and spent most of the day removing the 'toffee' residue from inside the autoclave!

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes procedures and/or enterprise requirements

Standards, codes procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS 2982.1:1997 Laboratory design and construction - General requirements
 - AS/NZS 4187:2003 Cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment and maintenance of associated environments in health care facilities
 - AS/NZS ISO 14000 Set:2005 Environmental management standards set
- Australia New Zealand Food Standards (ANZFS) Code
- Australian code of good manufacturing practice for medicinal products (GMP)
- Australian Dangerous Goods Code
- client and product specifications
- HB 9-1994 Occupational personal protection
- manufacturer's instructions or verbal direction from laboratory manager, supervisor or senior technician
- material safety data sheets (MSDS)
- National Code of Practice for the labelling of workplace substances [NOHSC:2012 (1994)]
- occupational health and safety (OHS) national standards and codes of practice
- operation and maintenance manuals for

RANGE STATEMENT	
	automated media preparation equipment <ul style="list-style-type: none"> • principles of good laboratory practice (GLP) • production schedules and instructions • standard operating procedures (SOPs)
Equipment	Equipment may include: <ul style="list-style-type: none"> • balance • pH meter • hot plate stirrer and Bunsen burners • autoclave and Arnold steamer • membrane filtration equipment • measuring cylinders, flasks and glassware and Petri dishes • distilled water apparatus • automatic agar pourers • labelling equipment • refrigerators • sterilisation indicators • self-refilling syringes • Falcon dishes • media storage bottles and tissue culture bottles
Media	Media maybe prepared from: <ul style="list-style-type: none"> • formulated powders obtained from microbiological companies • first principles under supervision of a technical officer or scientist
Cell and tissue culture media	Cell and tissue culture media may include: <ul style="list-style-type: none"> • agars • broths • solutions • slopes • basic balanced salt solutions, such as Hank's or Krebs-Ringer's • deeps • enriched media, such as blood sugar, chocolate agar, tetrathionate broth and selenite broth • control media • differential media, such as eosin-methylene blue agar and MacConkey's agar • selective media, such as deoxycholate-citrate

RANGE STATEMENT	
	agar, Lowenstein-Jensen medium <ul style="list-style-type: none"> • tissue culture media • labile constituents, such as blood, hormones or antibodies
Sterilisation techniques	Sterilisation techniques may include: <ul style="list-style-type: none"> • autoclaving • steam and membrane filtration • boiling • microwaving • radiation • high temperature • high pressure steam • gas • chemical treatments
Quality control checks	Quality control checks may include: <ul style="list-style-type: none"> • streaking out of cultures to a single colony • lawn cultures
Hazards	Hazards may include: <ul style="list-style-type: none"> • micro-organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids • sources of heat, such as ovens, burners and autoclaves • sharps and broken glassware • fluids under pressure and such as steam • radiation used for sterilisation
Safe work practices	Safe work practices may include: <ul style="list-style-type: none"> • use of MSDS • use of personal protective equipment, such as safety glasses, gloves and coveralls • use of biohazard containers and laminar flow cabinets • correct labelling of reagents and hazardous materials • handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer's instructions, and enterprise procedures and regulations • allowing the chamber pressure of the autoclave

RANGE STATEMENT	
	<p>to return to zero and temperature to cool to 80-90°C before opening autoclave door to prevent boil over or plugs/caps being blown off flasks or tubes</p> <ul style="list-style-type: none"> regular cleaning and/or decontaminating equipment and work areas
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time all operations assume the potentially hazardous nature of samples and require standard precautions to be applied where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	

Co-requisite units		

MSL973004A Perform aseptic techniques

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory assistants and technicians working in the field or laboratory in the biomedical, biological, food processing and environmental industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for aseptic sampling or transfer	1.1. Ensure that any sampling procedure conforms with the requirements of the sampling plan 1.2. Use specified personal protective clothing and equipment 1.3. Prepare the work area for safe and effective sample transfer 1.4. Select equipment and materials specified by the procedure 1.5. Organise equipment to minimise contamination during manipulations 1.6. Label containers for clear identification 1.7. Record details in relevant log or database
2. Transfer materials aseptically	2.1. Protect the integrity of the sample source by sterilising the sampling site and the mouth of transport or culture vessel 2.2. Sterilise inoculating loops and/or pipette where used to prevent contamination 2.3. Perform transfer while minimising opportunities for contamination and cross-infection 2.4. After transfer, and before sealing the transport or culture vessel, flame the vessel mouth to maintain sterility 2.5. Re-sterilise inoculating loops, minimising the generation of aerosols 2.6. Perform quality control checks, if required 2.7. Label transport or culture vessels for clear identification
3. Maintain work area and equipment to prevent cross-infection and contamination	3.1. Place disposable and reusable items into relevant receptacles 3.2. Clean and disinfect work area and equipment after use 3.3. Transport disposable and reusable contaminated materials to relevant areas for disinfection, sterilisation and cleaning or disposal

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- sterilising equipment such as flasks, loops and pipettes
- handling of laboratory equipment and glassware to prevent contamination
- streak plating of inoculations
- sampling transfers
- labelling and storing culture media according to enterprise procedures
- recording data accurately
- reporting non-compliance, anomalies or outofspecification results
- sorting, collecting, treating, recycling or disposing of waste
- following enterprise procedures consistently
- using appropriate personal protective equipment

Required knowledge

Required knowledge includes:

- the relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- cleaning and sanitising requirements of equipment and work area and effects of physical and chemical agents on microbial growth and death
- principles of infection control related to occupational health and safety (OHS), sampling and transfer of materials in microbiological investigations
- disinfection and sterilisation procedures used in the collection, processing and safe disposal of samples and materials
- importance of pure culture techniques and aseptic transfer to the successful microbiological investigation and correct interpretation of laboratory results
- growth requirements of micro-organisms (bacteria, fungi, protozoans, viruses and multi-cellular parasites) in terms of their laboratory culture
- relevant health, safety and environment requirements

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example:

Food processing:

- food spoilage symptoms
- food safety principles
- beneficial/detrimental organisms relevant to specific food industry sector

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>In particular, assessors should look to see that the candidate:</p> <ul style="list-style-type: none"> • follows established laboratory procedures, including recording of samples, operation of equipment and cleaning/decontamination • prevents cross-contamination of sample source and sample • manipulates equipment to prevent contamination of culture medium during transfer • sterilises equipment as required to prevent cross-contamination of work area, personnel and environment.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL943002A Participate in laboratory/field workplace safety</i> • <i>MSL973003A Prepare culture media.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory with appropriate equipment and materials • enterprise procedures and standard methods • MSDS.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of quality assurance results and examination of samples transferred by the candidate • observation of the candidate successfully transferring a range of samples • written and/or oral questioning to assess underpinning knowledge. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess</p>

EVIDENCE GUIDE

	<p>directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Food processing</p> <p>As part of the quality assurance program at an ice-cream manufacturer, six ice-creams were removed from the production line, placed in sterile bags and then stored in a freezer in the microbiology laboratory. Later in the morning, the laboratory assistant removed the samples from the freezer, registered the samples with the date received and test code and signed the register book. She/he then placed the samples in a water bath set at 42(C. While the samples were melting, the laboratory assistant labelled the respective agar plates with the registered codes. Using aseptic techniques she/he carefully transferred 1ml of ice-cream mix into the total plate count agar. The plates were then placed in the incubator. The final results were noted and recorded.</p> <p>Biomedical</p> <p>In preparation for antibiotic sensitivity testing and biochemical identification of presumed pathogenic bacteria, a technical assistant was asked to prepare a sterile peptone suspension of a lactose fermenting colony. The colony had been previously identified by the supervisor on a MacConkey's agar plate. The assistant labelled a 5mL tube of peptone broth with the sample number and a code for the identified colony and then donned a pair of disposable gloves. Bringing the labelled tube and the MacConkey's plate near to the Bunsen, she/he took an inoculating loop and sterilised it in the</p>

EVIDENCE GUIDE

incandescent flame. She/he carefully cooled the loop in a sterile area of the agar and gently scraped off half the colony. With the other hand, and in the vicinity of the heated air of the Bunsen, she/he removed the cover of the peptone tube in her/his crooked finger. In a continuous and coordinated way she/he flamed the lip of the tube and emulsified the colony in the broth. She/he then flamed the lip of the tube and replaced its cover. Finally, the technical assistant re-sterilised the inoculating loop by introducing and holding it in the Bunsen flame to minimise the generation of bacterial aerosols.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS 2982.1:1997 Laboratory design and construction - General requirements
 - AS/NZS 4187:2003 Cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment and maintenance of associated environments in health care facilities
 - AS/NZS ISO 14000 Set:2005 Environmental management standards set
- HB 9-1994 Occupational personal protection
- Australia New Zealand Food Standards (ANZFS) Code
- Australian code of good manufacturing practice for medicinal products (GMP)
- Australian Dangerous Goods Code
- client and product specifications
- manufacturer's instructions or verbal direction from laboratory manager, supervisor or senior technician
- material safety data sheets (MSDS)
- National Code of Practice for the labelling of workplace substances [NOHSC:2012 (1994)]
- National Health and Medical Research Council (NHMRC) Guidelines
- OHS national standards and codes of practice

RANGE STATEMENT	
	<ul style="list-style-type: none"> • operation and maintenance manuals for automated media preparation equipment • principles of good laboratory practice (GLP) • production schedules and instructions • standard operating procedures (SOPs)
Personal protective equipment	<p>Personal protective equipment may include:</p> <ul style="list-style-type: none"> • gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits and respirators • biohazard containers and laminar flow cabinets
Sample pot and transfer media and the subculturing and/or passaging of culture	<p>Sample pot and transfer media and the subculturing and/or passaging of culture to:</p> <ul style="list-style-type: none"> • sterile broth • media for isolation of colony • tissue culture media • media for continuous culture systems
Samples	<p>Samples may include:</p> <ul style="list-style-type: none"> • body fluids and liquids • water and soil • sterile pharmaceuticals • yeasts and moulds • milk and yoghurt • swabs and smears • propagation tissue • plant material • fermented foods and beverages
Equipment	<p>Equipment may include:</p> <ul style="list-style-type: none"> • transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas • Bunsen burners and bench incinerators • anaerobic jars • incubators, water baths, refrigerators, freezers and possibly dry ice and liquid nitrogen cylinders • laminar flow units and biohazard cabinets • autoclave or pressure cooker • swabs • continuous culture systems

RANGE STATEMENT	
The range of material	<p>The range of material may involve:</p> <ul style="list-style-type: none"> • solid and/or liquid media • supplied media, such as media manufactured in the enterprise or raw material supplies for media • disinfecting and sterilising agents and materials, such as methylated spirits, ethanol and ether • disposable equipment and clothing • tissue culture media • growth media in broths, plates, deeps or slopes • receptacles for safe disposal of wastes and for processing of reusable materials • bar coding material and labels
Sterilisation techniques	<p>Sterilisation techniques may include:</p> <ul style="list-style-type: none"> • autoclaving • flaming • steam and membrane filtration • boiling • microwaving • radiation • high temperature • high pressure steam • gas and chemical treatments
Quality control checks	<p>Quality control checks may include:</p> <ul style="list-style-type: none"> • streaking out of cultures to a single colony • lawn cultures
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • accessing the sample from difficult or dangerous areas • dry ice and liquid nitrogen vapour • ultraviolet (UV) light sources • heat from Bunsen burners • molten agar • sharps • hazardous substances and/or infectious agents
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • SOPs

RANGE STATEMENT	
	<ul style="list-style-type: none"> • specifications for safe waste disposal of bio-hazardous materials • production schedules and instructions • work notes • MSDS • manufacturer's instructions • verbal instructions from laboratory manager, supervisor or senior technician • guidelines for small scale genetic manipulation work
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL973007A Perform microscopic examination

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to laboratory or technical assistants in all industry sectors. The unit of competency covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret test requirements	1.1. Review test request to identify samples to be tested, test method and equipment involved 1.2. Identify hazards associated with the sample, preparation methods and equipment and implement enterprise control measures
2. Set up work area for preparation and examination of samples	2.1. Collect equipment and arrange the workspace so that equipment can be used safely and efficiently 2.2. Perform pre-use and safety checks to ensure equipment is fit for purpose and report faulty or unsafe equipment to appropriate personnel
3. Prepare samples for examination	3.1. Log and label samples according to enterprise procedures to ensure traceability 3.2. Check suitability of the original and prepared sample for the examination and report unsuitable samples to appropriate personnel 3.3. Prepare and store the sample for examination following enterprise methods
4. Set up and use a light microscope	4.1. Set up the light path to optimise resolution 4.2. Select the appropriate objectives and filter for the sample being examined 4.3. Ensure that the lenses are clean 4.4. Adjust settings and alignment of the light path to optimise performance 4.5. Place sample correctly on the stage
5. Observe, identify and report sample characteristics	5.1. Recognise and identify significant sample characteristics 5.2. Perform required calculations accurately 5.3. Prepare and view control samples and check that results are consistent with expected values 5.4. Identify and report out of specification or atypical results promptly to appropriate personnel 5.5. Record and report data in accordance with enterprise procedures
6. Maintain a safe work environment	6.1. Ensure safety and minimise cross-contamination through the use of personal protective clothing and safety equipment 6.2. Handle all samples and equipment in accordance with enterprise safety protocols 6.3. Clean up spills using appropriate techniques to

ELEMENT	PERFORMANCE CRITERIA
	protect personnel, work area and environment 6.4. Minimise generation of waste and environmental impacts 6.5. Collect and dispose of all wastes safely 6.6. Report hazards and incidents to designated personnel using enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- setting up the workbench and microscope ergonomically
- setting up, cleaning and using a light microscope to achieve optimum resolution of the specimen
- using personal protective clothing and other safety equipment correctly
- performing counts on samples
- performing basic measurements using grids
- logging and tracking samples through all steps from receiving a sample through to completion of a procedure and reporting
- interpreting and recording test results, including simple calculations
- correctly handling and storing samples and equipment

Required knowledge

Required knowledge includes:

- parts and functions of a light microscope
- importance and appropriate use of controls and certified reference materials
- hazards and risks in laboratories associated with performing microscopic examination
- enterprise and/or legal traceability requirements
- relevant health, safety and environment requirements

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example:

Biological industry:

- basic structure and function of cells and organelles
- basic classes and classification of organisms of organisms, such as prokaryotes, eukaryotes, plants, animals, bacteria, viruses and prions
- cell physiology and processes, such as simple and facilitated diffusion, plasmolysis, osmosis, tonicity, active transport, energy production, mitosis, motility, phagocytosis and pinocytosis
- purposes and mechanisms of staining (e.g. Gram +ve and -ve)

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • follow enterprise standards, procedures and practices • prepare suitable samples • recognise, identify and document significant sample characteristics • set up a light microscope for optimal resolution • maintain personal safety and that of others • minimise cross-contamination and contamination of the laboratory and environment.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL922001A Record and present data</i> • <i>MSL933002A Contribute to the achievement of quality objectives</i> • <i>MSL943002A Participate in laboratory/field workplace safety</i> • <i>MSL953001A Receive and prepare samples for testing.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with appropriate equipment, such as light microscopes and samples • enterprise procedures, standard methods and materials.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • observation of the candidate performing microscopic examinations • review of data records prepared by the candidate, such as counts, observations and results • feedback from supervisors and peers about adherence to enterprise/technical procedures • questioning to assess underpinning knowledge.

EVIDENCE GUIDE

	<p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting.</p> <p>Construction materials testing</p> <p>The supply of river sand is running out and quarries are accessing alternative sources of sand for use in concrete mixes in construction. The sand should not be an aggregate that is likely to break down into smaller particles. A technician in a quarry company is required to analyse samples of crushed rock using a light microscope. The technician looks for characteristics of the sample, such as angularities, roundness, sharpness, cracks, presence of organic matter, mineral structure and whether the particles are a conglomerate. If the sample does not meet the characteristics, the company will need to treat it to make it suitable for use in concrete mixes (for example by washing, crushing and sieving).</p> <p>Food processing</p> <p>A customer complaint is received about the baking properties of a flour delivery. The laboratory assistant at the flour mill is given the task of testing the starch content of the suspect flour. He/she prepares iodine stained samples of the returned flour and a range of baked and partially baked products prepared from it. First, the assistant makes up fresh iodine staining solution and then prepares slides of each sample for microscopic examination. He/she identifies the</p>

EVIDENCE GUIDE

characteristic starch granules of the flour sample and records the degree of gelatinisation in the starch granules in the baked samples. He/she discusses the results with the supervisor and prepares a report for the customer.

Biomedical

A laboratory assistant works in the microbiology laboratory of a public hospital and is responsible for preparing and staining sputum smears from patients for micro and culture. The assistant puts on a clean gown and gloves before collecting the specimens from the reception area of the laboratory. The assistant prepares cultures of the sputum specimens on simple and selective media before preparing, fixing and staining smears for microscopic examination. The results are checked by the supervisor, entered into the laboratory information management system (LIMS) and sent to the appropriate section of the hospital.

Environmental

A laboratory assistant prepares media for plant tissue culture. There has been some contamination of Gram-positive bacteria in the last two batches and the supervisor has initiated an overhaul of the preparation and aliquotting procedure. The laboratory assistant has been asked to follow the new procedure exactly and to remove samples at each stage of ingredient addition for microscopic examination. The laboratory assistant records the exact addition amounts, batch numbers and brands of the reagents, the location of the addition (which biohazard cabinet), the equipment used and the pre-sterilisation records of all equipment.

The laboratory assistant then prepares slides, fixes them and performs a Gram stain on each of the aliquots removed from the new preparation run. Microscopic analysis of each aliquot reveals nil contamination. The supervisor decides that there has been a breach in the old procedure and the laboratory assistant is asked to follow the new procedure and to perform a routine microscopic check on all batches for the next month.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS ISO 9000 Set:2008 Quality management systems set
 - AS/NZS 2243 Set:2006 Safety in laboratories set
- principles of good laboratory practice (GLP)
- Australian code of good manufacturing practice for medicinal products (GMP)
- safety manuals
- quality manuals and equipment and procedure manuals
- standard operating procedures (SOPs)
- material safety data sheets (MSDS)
- enterprise recording and reporting procedures
- production and laboratory schedules
- material, production and product specifications

Preparation of samples

Preparation of samples may include:

- aseptic transfer of specimen
- centrifugation
- cooling
- drying
- filling a counting chamber in one continuous flow without bubbles or overflow
- filtration

RANGE STATEMENT	
	<ul style="list-style-type: none"> • fixing of films to minimise cell damage and the production of artefacts • labelling • mounting of stained films, sections and whole mounts to ensure long term preservation • permanent labels for smears, films and sections for presentation, storage and retrieval • physical or chemical separation • selection of diluent to preserve or enhance visibility of the cells to be counted • selection, filling and cover slipping of a clean, dry counting chamber to ensure even distribution of cells during filling • serial dilution to enable individual cells to be reliably counted • staining of fixed material to illustrate required characteristics • sub-sampling • thin film or smear on a slide
Checking sample condition	<p>Checking sample condition may include:</p> <ul style="list-style-type: none"> • labelling • spillage • spoilage due to incorrect storage and transport conditions • temperature control • suitability for the examination
Pre-use checks	<p>Pre-use checks may include:</p> <ul style="list-style-type: none"> • calibration • cleaning/checking use by dates of reagents • routine maintenance
Equipment	<p>Equipment may include:</p> <ul style="list-style-type: none"> • glass slides • counting chambers (e.g. haemocytometer) • optical graticules and stage micrometers • tissue culture flasks
Light microscopes	<p>Light microscopes may include:</p> <ul style="list-style-type: none"> • bright field illumination microscopic examination up to 1000x magnification • stereomicroscopes and dissection microscopes

RANGE STATEMENT	
	<ul style="list-style-type: none"> • compound microscopes • phase contrast microscopes • inverted microscopes
Biological samples	<p>Biological samples may include:</p> <ul style="list-style-type: none"> • smears, impression smears, sections, squashes, films and whole mounts • a monolayer of cells in smears and films • fixed smears for demonstration of bacteria by the methylene blue and Gram staining techniques • blood films stained by a Romanowsky technique to clearly show differentiation of granulocytes • stained sections of animal tissues using regressive haematoxylin and eosin to differentiate cytoplasmic and nuclear detail • differentially stained monocotyledon and dicotyledon stem sections to demonstrate the structure of vascular bundles (xylem, phloem and cambium) • stained whole mounts of helminths • whole mounts, such as liver flukes, planaria and samples of animal faeces to demonstrate ova, cysts and larvae • pond water organisms • onion root tip squash • midstream sample of urine
Physical samples	<p>Physical samples may include:</p> <ul style="list-style-type: none"> • sand • asbestos fibres • coal samples • construction testing materials • geological specimens
Checking prepared samples	<p>Checking prepared samples may include looking for:</p> <ul style="list-style-type: none"> • clean and scratch-free microscope slides to reduce artefacts • preparation according to SOPs • a homogeneous suspension of sample • films and smears that have been fixed rapidly

RANGE STATEMENT	
	<ul style="list-style-type: none"> • thin films with a monolayer of cells • appropriate whole mounts for intact organisms • correct sample identification during and after processing
Sample characteristics	<p>Sample characteristics are restricted to what can be viewed by bright light microscopy and may include:</p> <ul style="list-style-type: none"> • shape and size of particles • presence of contamination • colour • consistency and variability • number of cells (e.g. cells in blood or other particulate samples, such as a yeast suspension or pollen grains) • type of cells, percentage of atypical cells, presence/absence of cells, size of cells, viable and non-viable cells and trajectory • presence of stained material, such as starch • colour/staining and morphology • motility
Calculations	<p>Calculations may include:</p> <ul style="list-style-type: none"> • dilutions • percentage viability • number of cells in original sample after dilution • calculation of cells/ml in a number of squares of a counting chamber
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • micro-organisms and agents associated with soil, air, water, blood and blood products and human or animal tissue and fluids • chemicals and stains • sharps and broken glassware • aerosols
Safety practices and personal protective equipment	<p>Safety practices and personal protective equipment may include:</p> <ul style="list-style-type: none"> • use of MSDS • use of personal protective equipment, such as safety glasses, gloves and coveralls

RANGE STATEMENT	
	<ul style="list-style-type: none"> • use of biohazard containers and laminar flow cabinet • correct labelling of reagents and hazardous materials • handling and storing hazardous materials and equipment in accordance with labels, MSDS and manufacturer's instructions • ergonomic layout, correct illumination and organisation of workbench • regular cleaning and/or decontamination of equipment and work areas
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL974004A Perform food tests

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to interpret food test requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine testing of raw food materials, in-process materials and final products. These tests will involve several measurement steps. The unit includes data processing and some interpretation of results and tracking of obvious test malfunctions where the procedure is standardised. However, personnel are not required to analyse data, optimise tests/procedures for specific samples or troubleshoot equipment problems where the solution is not apparent.
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Application of the Unit

Application of the unit	This unit of competency is applicable to laboratory or technical assistants and instrument operators working in the food and beverage processing industry sectors. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and schedule test requirements	1.1. Review test request to identify samples to be tested, test method and equipment/instruments involved 1.2. Identify hazards and enterprise controls associated with the sample, preparation/test methods, reagents and/or equipment 1.3. Plan parallel work sequences to optimise throughput of multiple sets of samples, if appropriate
2. Receive and prepare food samples	2.1. Log samples using standard operating procedures (SOPs) 2.2. Record sample description, compare with specification and note and report discrepancies 2.3. Prepare samples and standards in accordance with food testing requirements 2.4. Ensure traceability of samples from receipt to reporting of results
3. Check equipment before use	3.1. Set up equipment/instruments in accordance with test method requirements 3.2. Perform pre-use and safety checks in accordance with relevant enterprise and operating procedures 3.3. Identify faulty or unsafe components and equipment and report to appropriate personnel 3.4. Check equipment calibration using specified standards and procedures, if applicable 3.5. Quarantine out of calibration equipment/instruments 3.6. Ensure reagents required for the test are available and meet quality requirements
4. Test samples to determine food components and characteristics	4.1. Operate equipment/instruments in accordance with test method requirements 4.2. Perform tests/procedures on all samples and standards, if appropriate, in accordance with specified methods 4.3. Shut down equipment/instruments in accordance with operating procedures
5. Process data	5.1. Record test data noting atypical observations 5.2. Construct calibration graphs, if appropriate and compute results for all samples from these graphs 5.3. Ensure calculated values are consistent with reference standards and expectations 5.4. Estimate and document uncertainty of measurement

ELEMENT	PERFORMANCE CRITERIA
	<p>in accordance with enterprise procedures, if required</p> <p>5.5. Record and report results in accordance with enterprise procedures</p> <p>5.6. Interpret trends in data and/or results and report out of specification or atypical results promptly to appropriate personnel</p> <p>5.7. Determine if basic procedure or equipment problems have led to atypical data or results</p>
6. Maintain a safe work environment	<p>6.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel</p> <p>6.2. Minimise the generation of wastes and environmental impacts</p> <p>6.3. Ensure the safe collection of laboratory and hazardous waste for subsequent disposal</p> <p>6.4. Care for and store equipment and reagents as required</p>
7. Maintain laboratory records	<p>7.1. Enter approved data into laboratory information management system (LIMS)</p> <p>7.2. Maintain confidentiality and security of enterprise information and laboratory data</p> <p>7.3. Maintain equipment and calibration logs in accordance with enterprise procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- using instruments for qualitative and/or quantitative analysis
- interpreting test methods and procedures
- sample preparation procedures
- performing calibration checks
- using instruments for qualitative and/or quantitative analysis
- maintaining and evaluating reagents
- troubleshooting basic equipment/method
- calculations to estimate uncertainty and produce results
- preparing calibration graphs and calculating results using appropriate units and precision
- applying theoretical knowledge to interpret gross features of data and make relevant conclusions such as identifying atypical results as out of normal range or an artefact
- tracing and sourcing obvious causes of an artefact
- recording and communicating results in accordance with enterprise procedures
- maintaining security, integrity, traceability of samples, sub-samples, test data, results and documentation

Required knowledge

Required knowledge includes:

- principles and concepts underpinning the test/procedure
- purpose of tests
- metrology techniques underpinning test/procedure including uncertainty
- principles and concepts related to equipment/instrument operation and testing
- function of key components of the equipment/instrument
- effects on the test of modifying equipment/instrument variables
- enterprise and/or legal traceability requirements
- relevant health, safety and environment requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • interpret test methods/procedures accurately • prepare and test samples using procedures appropriate to the nature of sample • perform calibration checks (if required) • safely operate test equipment/instruments to enterprise standards and/or manufacturer's specification • prepare calibration graphs and calculate results using appropriate units and precision • apply basic theoretical knowledge to interpret gross features of data and make relevant conclusions • identify atypical results as out of normal range or an artefact • trace and source obvious causes of an artefact • communicate problems to a supervisor or outside service technician • record and communicate results in accordance with enterprise procedures • maintain security, integrity, traceability of samples, sub-samples, test data/results and documentation.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924001A Process and interpret data.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with test equipment, instruments, standards and materials • enterprise procedures and standard methods.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of test data/results obtained by the candidate over a period of time to check accuracy, consistency and timeliness of results

EVIDENCE GUIDE

	<ul style="list-style-type: none"> • review of test records and workplace documentation completed by the candidate • observation of candidate conducting a range of food tests and procedures and sample preparation • feedback from peers and supervisors • oral or written questioning of food technology concepts and principles, test methods and enterprise procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case study below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Food processing</p> <p>A technician was required to conduct an analysis of the level of sorbic acid in samples of processed cheese. She/he set up and calibrated the distillation unit while the samples were prepared. The controls and samples were distilled and placed in the spectrometer at 260 nm. Readings were carefully recorded for each sample and control flask. The control sample readings at the beginning and end of the testing period were compared for any variance. The technician worked quickly and excluded light from the reactants as they were light sensitive. Analytical data was presented to the supervisor for checking and signing-off for release of the product batch prior to the results being recorded on a daily run chart for viewing by production personnel.</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards such as:
 - AS 1766.0-1995 Food microbiology - General introduction and list of methods
 - AS ISO 1000-1998 The international system of units (SI) and its application
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS ISO 9000 Set:2008 Quality management systems set
 - ISO/TS 19036 Set:2006 Microbiology of food and animal feeding stuffs - Guidelines for the estimation of measurement uncertainty for quantitative determinations
- Australia New Zealand Food Standards (ANZFS) Code
- Australian code of good manufacturing practice for medicinal products (GMP)
- Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations 1982
- Australian Quarantine and Inspection Service (AQIS) Import Guidelines
- calibration and maintenance schedules
- data quality procedures
- enterprise recording and reporting procedures

RANGE STATEMENT	
	<ul style="list-style-type: none"> • equipment startup, operation and shutdown procedures • gene technology regulations • industry standards, such as Royal Australian Chemical Institute (RACI) or American Association of Cereal Chemists (AACI) methods for colour, moisture, total ash, fats and proteins, nitrogen, fibre, micro-organisms and viscosity • material safety data sheets (MSDS) • material, production and product specifications (including maximum residue levels) • national measurement regulations and guidelines • principles of good laboratory practice (GLP) • production and laboratory schedules • quality manuals, equipment and procedures manuals • SOPs and in-house methods • Therapeutic Goods Regulations 1009
Sample preparation processes	<p>Sample preparation processes may include:</p> <ul style="list-style-type: none"> • grinding • milling • preparation of discs • dissolving • ashing • refluxing • extracting • filtration • evaporation • flocculation • precipitation and centrifugation • culturing of selected micro-organisms • digestion • degassing • temperature equilibration
Principles and concepts underpinning the test/procedure	<p>Principles and concepts underpinning the test/procedure may include:</p> <ul style="list-style-type: none"> • ions, atoms, molecules, bonding, affinities and related properties

RANGE STATEMENT

	<ul style="list-style-type: none"> • chemical reactions (acid/base and complexiometric) • structure and properties of proteins, lipids, carbohydrates, vitamins and minerals • food additives, flavourings and essences • nutrient value of major food groups • interaction of water with food components • microbiology, including incubation characteristics, selective media, growth stages of bacterial cultures and reference organisms • microbiology of organisms with public health significance • chemical and microbial changes in food • food preservation techniques • fermentation process • packaging and controlled atmosphere • elastic properties of materials and hardness • cohesive/adhesive forces, fluid flow and viscosity • changes of state, energy content and enthalpy change • electromagnetic spectrum and absorption, emission and refraction of light • quality control program for raw materials, process control and finished product inspection • genetically modified foods
Food tests and procedures	<p>Food tests and procedures may include:</p> <ul style="list-style-type: none"> • visual and sensory tests: <ul style="list-style-type: none"> • appearance, taste, texture, colour and odour of foods • melting point, boiling point and freezing point • sediments and scorched particles • foreign matter • damage to packaging and compatibility of packaging • dispersability • chemical analysis: <ul style="list-style-type: none"> • pH, conductivity and moisture content • solids, fats, proteins and carbohydrates

RANGE STATEMENT

	<ul style="list-style-type: none"> • ash analysis and salt analysis • titratable acids, iodine values and peroxide values • enzyme activity • specific ions and active ingredients • microbiological tests and procedures: <ul style="list-style-type: none"> • isolation, detection, classification to genera and some species or micro-organisms • enumeration and nomenclature of desirable/non-desirable micro-organisms • propagation and maintenance of yeast, bacteria and cultures used in food processing • measurement of spoilage and contamination • sterility, hygiene and sanitation checks • optical/spectrometric tests: <ul style="list-style-type: none"> • ultraviolet-visible (UV-VIS) spectrophotometry • refractive index • optical rotation • physical/mechanical tests: <ul style="list-style-type: none"> • mass, volume, density, specific gravity and particle size • foreign matter • rheology, viscosity and gel strength • 'wetability' and 'whipability' • homogenisation • browning (sugar content) • elasticity, hardness, compressibility and strength • starch quality • thermal tests: <ul style="list-style-type: none"> • calorific values • stability of products • effectiveness of heat treatments
Tests	<p>Tests may include methods for:</p> <ul style="list-style-type: none"> • control of starting materials, in-process materials and finished products • health monitoring

RANGE STATEMENT	
	<ul style="list-style-type: none"> • basic troubleshooting of production processes
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • microbiological organisms and agents associated with soil, air, water, plants, animal tissue and fluids • chemicals, such as acids, heavy metals, pesticides and hydrocarbons • aerosols from broken centrifuge tubes and pipetting • sharps and broken glassware • flammable liquids and gases • cryogenics, such as dry ice and liquid nitrogen • fluids under pressure, such as steam and industrial gases • sources of ignition • high temperature ashing processes • disturbance or interruption of services
Hazard control measures	<p>Hazard control measures may include:</p> <ul style="list-style-type: none"> • ensuring access to service shut-off points • recognising and observing hazard warnings and safety signs • labelling of samples, reagents, aliquoted samples and hazardous materials • handling and storage of hazardous materials and equipment in accordance with labelling, MSDS and manufacturer's instructions • identifying and reporting operating problems or equipment malfunctions • cleaning and decontaminating equipment and work areas regularly using enterprise procedures • using personal protective clothing and equipment, such as gloves, safety glasses, coveralls, gown, body suits and respirators • using containment facilities (PCII, PCIII and PCIV physical containment laboratories), containment equipment (biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets) and containment procedures • following established manual handling

RANGE STATEMENT	
	<p>procedures</p> <ul style="list-style-type: none"> reporting abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/waste water, gases, smoke, vapour, fumes, odour and particulates to appropriate personnel
Records	<p>Records may include:</p> <ul style="list-style-type: none"> test and calibration results equipment use, maintenance and servicing history faulty or unsafe equipment
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time all operations assume the potentially hazardous nature of samples and require standard precautions to be applied where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL974006A Perform biological procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to interpret work requirements, prepare samples, conduct pre-use and calibration checks on equipment and perform routine biological procedures, including sample preparation. These procedures may involve several steps and are used to classify cell types, species and biologically active compounds by analysing their biological and chemical characteristics. This unit includes data processing, interpretation of results and troubleshooting obvious departures from standard procedures.
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Application of the Unit

Application of the unit	<p>This unit of competency is applicable to technical assistants working in the biomedical, environmental, biotechnology and education industry sectors.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	<i>MSL973004A</i>	<i>Perform aseptic techniques</i>
	<i>MSL973007A</i>	<i>Perform microscopic examination</i>

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Interpret and schedule work requirements	1.1. Review work request to identify samples, required procedures and materials/equipment/instruments involved 1.2. Identify hazards and enterprise control measures associated with the sample, preparation methods, reagents and/or equipment 1.3. Plan parallel work sequences to optimise throughput of multiple sets of samples, if appropriate
2. Receive and prepare biological samples	2.1. Log samples using standard operating procedures (SOPs) 2.2. Record sample description, compare with specification and note and report discrepancies 2.3. Prepare samples in accordance with testing requirements 2.4. Ensure traceability of sample from receipt to reporting of results
3. Perform techniques that assist in the classification of a cell or species	3.1. Select suitable techniques in accordance with enterprise requirements and methods 3.2. Set up and use equipment and reagents in accordance with the method 3.3. Perform techniques in accordance with the method
4. Perform techniques that analyse biological activity	4.1. Select suitable techniques in accordance with enterprise requirements and methods 4.2. Set up and use equipment and reagents in accordance with the method 4.3. Perform techniques in accordance with the method
5. Process and interpret data	5.1. Record test data noting atypical observations 5.2. Construct calibration graphs, if appropriate, and compute results for all samples from these graphs 5.3. Ensure calculated values are consistent with expectations 5.4. Record and report results in accordance with enterprise procedures 5.5. Estimate and document uncertainty of measurement in accordance with enterprise procedures, if required 5.6. Interpret trends in data and/or results and report out of specification or atypical results promptly to appropriate personnel 5.7. Determine if obvious procedure or equipment

ELEMENT	PERFORMANCE CRITERIA
	problems have led to atypical data or results
6. Maintain a safe work environment	6.1. Use established safe work practices and personal protective equipment to ensure personal safety and that of other laboratory personnel 6.2. Minimise the generation of wastes 6.3. Ensure the safe disposal of biohazardous wastes 6.4. Clean, care for and store equipment and reagents as required
7. Maintain laboratory records	7.1. Record approved data into enterprise system 7.2. Maintain confidentiality and security of enterprise information and laboratory data 7.3. Maintain equipment and calibration logs in accordance with enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- using instruments for qualitative and/or quantitative analysis
- sample preparation and separation techniques
- performing calibration checks
- metrology techniques underpinning test/procedure including estimating uncertainty
- maintaining and evaluating reagents
- troubleshooting basic equipment/method
- preparing and using calibration graphs and calculating results using appropriate units and precision
- applying theoretical knowledge to interpret gross features of data and make relevant conclusions such as identifying atypical results as out of normal range or an artefact
- tracing and sourcing obvious causes of an artefact
- recording and communicating results in accordance with enterprise procedures
- maintaining security, integrity, traceability of samples, sub-samples, test data, results and documentation

Required knowledge

Required knowledge includes:

- hazards and risks in biological laboratories
- principles and concepts related to equipment/instrument operation and testing
- function of key components of the equipment/instrument and/or reagents
- effects of modifying equipment/instrument variables
- basic equipment/method troubleshooting procedures
- calculation steps to give results in appropriate units and precision
- sources of uncertainty in measurement and methods for control
- importance and appropriate use of controls and certified reference materials
- enterprise and/or legal requirements for traceability
- relevant health, safety and environmental requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • interpret test procedures accurately • prepare and test samples using procedures appropriate to the nature of sample • perform calibration checks (if required) • safely operate test equipment to enterprise standards and/or manufacturer's specification • prepare calibration graphs and calculate results in appropriate units and precision • apply basic theoretical knowledge to interpret gross features of data and make relevant conclusions • identify atypical results as out of normal range or an artefact using reference material or quality control sera • trace and source obvious causes of an artefact • communicate problems to a supervisor or outside service technician • record and communicate results according to enterprise procedures • maintain security, integrity, traceability and identity of samples, sub-samples and documentation • follow OHS procedures and principles of GLP.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL924001A Process and interpret data</i> • <i>MSL974003A Perform chemical tests and procedures.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • standard laboratory equipped with appropriate test equipment and instruments, reagents and materials • SOPs and testing methods.
Method of assessment	<p>The following assessment methods are suggested:</p>

EVIDENCE GUIDE

	<ul style="list-style-type: none"> • review of results obtained by the candidate over a period of time to ensure accuracy, consistency and timeliness • review of testing records and workplace documentation completed by the candidate • observation of candidate conducting a range of biological procedures • feedback from peers and supervisors • oral or written questioning of biological concepts, principles and enterprise procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Biomedical (1)</p> <p>A laboratory technician conducts a screening test for parasites in stool samples. She/he checks the sample identification details, cross-checks the sample barcode with the request slip and the data entry in the laboratory information management system (LIMS). The technician locates the test method and then examines the sample container to ensure that it has not leaked and that there is sufficient volume for the test. She/he prepares the sample by adding solvent to a portion and shaking it before placing it in a centrifuge. After satisfactory separation, she/he pipettes a small quantity of the top layer of solvent onto a glass slide and adds iodine as a stain. The technician carefully views the slide using x40</p>

EVIDENCE GUIDE

magnification and searches for eggs. She/he enters a nil result in the LIMS and disposes of the sample in accordance with enterprise procedures.

Biomedical (2)

A technical officer is requested to determine the total protein concentration of a blood sample using colorimetry. After checking the condition of the sample, she/he collects the Biuret reagent from the refrigerator, the required number of tubes and protein control samples and standards specified in the method. The officer labels the tubes and then accurately dispenses the correct volumes of reagent, standards, controls and samples into them. The solutions are thoroughly mixed using a vortex mixer and allowed to stand for five minutes for the reaction to occur. She/he records absorbance readings for each tube and prepares a calibration curve. The officer reads the concentration values from the graph for the control and test samples and checks the control data against the expected values. As these fall within the accepted range, she/he enters the test results into the LIMS.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australian and international standards, such as:
 - AS 2134.1-1999 Recommended practice for chemical analysis by atomic absorption spectrometry - Flame atomic absorption spectrometry
 - AS 2162.1-1996 Verification and use of volumetric apparatus - General - Volumetric glassware
 - AS 3753-2001 Recommended practice for chemical analysis by ultraviolet/visible spectrophotometry
 - AS ISO 1000-1998 The international system of units (SI) and its application
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243 Set:2006 Safety in laboratories set
 - AS/NZS ISO 9000 Set:2008 Quality management systems set
- Australian code of good manufacturing practice for medicinal products (GMP)
- calibration and maintenance schedules
- enterprise recording and reporting procedures
- equipment manuals
- equipment startup, operation and shutdown procedures
- industry methods, such as Royal Australian

RANGE STATEMENT	
	<p>Chemical Institute (RACI) and/or American Association of Cereal Chemists (AACC) methods for inorganic constituents</p> <ul style="list-style-type: none"> • material safety data sheets (MSDS) and safety procedures • material, production and product specifications • national measurement regulations and guidelines • principles of good laboratory practice (GLP) • production and laboratory schedules • quality manuals and equipment and procedure manuals • SOPs • waste minimisation and safe disposal procedures
Biological principles and concepts underpinning tests and procedures	<p>Biological principles and concepts underpinning tests and procedures may include:</p> <ul style="list-style-type: none"> • molecular interactions within the compounds of nucleic acids and nucleotides, proteins and amino acids, carbohydrates, lipids and vitamins, influencing structure, activity, chemical reactivity and physical properties, including solubility, energy levels and emission/absorption spectra • chemical and biochemical characteristics of lipids, carbohydrates, nucleic acids and proteins influencing structure, function and reactivity both in vitro and in vivo • chemical significance of biologically significant ions, such as calcium, zinc, iron, magnesium, sodium, potassium, chloride and phosphate • key metabolic pathways and the significance of initial nutrients, products and wastes on those pathways • structure and function of organelles, cells, plant and animal tissue and organs • interrelationships of biological systems (carbon cycle, energy cycle and the web of life) • classifications, such as bacteria, viruses, yeasts, single cell, multi-cellular, plants, animals, prions, helminths, prokaryotes and eukaryotes • phases of the cell cycle

RANGE STATEMENT	
	<ul style="list-style-type: none"> • Mendelian genetics, such as inheritance, meiosis, karyotypes, dominant and recessive traits, genotypes and phenotypes, and pedigrees • significance of the genetic code and transcription and translation • cell membrane activity, including diffusion (passive, facilitated and active), osmosis, tonicity and plasmolysis • staining reactions involving acid/base, redox, complex ion formation, solubility and equilibrium
Techniques for preparation of samples	<p>Techniques for preparation of samples may include:</p> <ul style="list-style-type: none"> • dissection, such as preparation of thymus extracts from mice • extraction (e.g. solvent extraction) • filtration (e.g. filter water samples and plate the sediment onto agar plates for incubation and growth of <i>E. coli</i>) • separation (e.g. dialysis) • precipitation and flocculation • centrifugation (excluding ultra centrifugation) • chromatography: <ul style="list-style-type: none"> • gel filtration chromatography (e.g. crude purification of proteins) • affinity chromatography (e.g. purification of immunoglobulins) • electrophoresis: <ul style="list-style-type: none"> • polyacrylamide gel electrophoresis for separation of DNA segments • agarose gel electrophoresis • capillary electrophoresis • gradient gel electrophoresis
Techniques to classify cells or species	<p>Techniques to classify cells or species may include:</p> <ul style="list-style-type: none"> • classification of species according to taxa • classification of cells according to microscopic or staining characteristics • characteristics of bacterial colonies: <ul style="list-style-type: none"> • growth on differential media

RANGE STATEMENT	
	<ul style="list-style-type: none"> • colony morphology (size and shape) • biochemical reactions, such as miniaturised test strips, redox reactions and sugar tests
Techniques to analyse chemical and biological characteristics	<p>Techniques to analyse chemical and biological characteristics may include:</p> <ul style="list-style-type: none"> • staining: <ul style="list-style-type: none"> • Gram stain for gram negative and positive bacteria • Romanowsky stain for blood films • Haematoxylin and Eosin for tissue sections • Oil red O for fatty cellular inclusions • spore staining • flagella staining • microscopic examination: <ul style="list-style-type: none"> • light • phase contrast • bright field • dark ground • enumeration • colorimetry and spectrophotometry: <ul style="list-style-type: none"> • ultraviolet/visible • fluorimetric • infrared • flame emission • atomic absorption spectrometry • electrochemistry: <ul style="list-style-type: none"> • pH • ion selective electrodes and polarography (e.g. concentration of chloride ions) • chromatography: <ul style="list-style-type: none"> • column and thin layer analytical and preparative chromatography • gas and liquid chromatography for purity, raw material and formulation checks
Hazards	<p>Hazards may include:</p> <ul style="list-style-type: none"> • microbiological organisms and agents, associated with soil, air, water, blood and blood products, and human or animal tissue and

RANGE STATEMENT	
	<p>fluids</p> <ul style="list-style-type: none"> • chemicals, such as acids, solvents and stains • aerosols from broken centrifuge tubes and pipetting • sharps and broken glassware • flammable liquids and gases • cryogenics, such as dry ice and liquid nitrogen • fluids under pressure, such as steam, hydrogen in gas liquid chromatography and acetylene in atomic absorption spectrometry • sources of ignition • disturbance or interruption of services
Hazard control measures	<p>Hazard control measures may include:</p> <ul style="list-style-type: none"> • ensuring access to service shut-off points • recognising and observing hazard warnings and safety signs • labelling of samples, reagents, aliquoted samples and hazardous materials • handling and storage of hazardous materials and equipment in accordance with labelling, MSDS and manufacturer's instructions • identifying and reporting operating problems or equipment malfunctions • cleaning and decontaminating equipment and work areas regularly using enterprise procedures • using personal protective clothing and equipment, such as gloves, safety glasses, coveralls and gowns • using containment facilities (PCII, PCIII and PCIV physical containment laboratories), containment equipment (biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets) and containment procedures • following established manual handling procedures • reporting abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/waste water, gases, smoke, vapour, fumes, odour and particulates to appropriate personnel

RANGE STATEMENT	
Disposal of biohazardous wastes	<p>Disposal of biohazardous wastes may include:</p> <ul style="list-style-type: none"> • collection for sterilisation by autoclaving (e.g. autoclaving of microbiological plates) • appropriate storage (e.g. of waste containing radioactive isotopes) • use of biohazard waste containers
Records	<p>Records may include:</p> <ul style="list-style-type: none"> • test calibration results • equipment use, maintenance and servicing history • faulty or unsafe equipment • batch number, catalogue number and use by date for analytical kits
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

MSL975001A Perform microbiological tests

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to contribute to the culture, isolation and identification of micro-organisms, such as bacteria, fungi, viruses, protozoans, algae and parasites in order to investigate the physiology and pathology of plants and animals, monitor the natural environment, and to assist in the production of foods, pharmaceutical goods and other manufactured materials.
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Application of the Unit

<p>Application of the unit</p>	<p>This unit of competency is applicable to laboratory technicians and technical officers working in the biomedical, biotechnology, environmental, manufacturing and food processing industry sectors. The results of work performed by technical personnel would normally be integrated, interpreted and reported on by scientists, medical, veterinary or plant pathologists or other responsible officers of an enterprise. Although a supervisor may not always be present, the technician will follow standard operating procedures (SOPs) that will clearly describe the scope of permitted practice in modifying testing procedures, interpreting of data and for communicating test results to people outside the laboratory.</p> <p>It is applicable to investigations of as well as addressing the broader needs of biotechnology and tissue culture applications.</p> <p>Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These can be found at the end of this unit of competency under the section 'This competency in practice'.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	MSL974006A	<i>Perform biological procedures</i>
	MSL973007A	<i>Perform microscopic examination</i>
	MSL973004A	<i>Perform aseptic techniques</i>

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Receive samples and process associated request forms	1.1. Check samples and request form details before they are accepted 1.2. Return samples and request forms that do not comply with requirements to source with reasons for non-acceptance 1.3. Log samples, recording details that allow accurate tracking and chain of custody 1.4. Distribute samples for local testing or dispatch samples to other testing facilities 1.5. Store samples appropriately where testing or transport is to be delayed
2. Prepare for safe microbiological work and aseptic applications	2.1. Select work area and equipment required for the safe handling of materials that may contain micro-organisms of specified risk groups 2.2. Wear protective apparel, replacing it when contamination is suspected 2.3. Apply correct disinfection procedures to work areas before and after use 2.4. Locate relevant emergency equipment for timely response to microbiological accidents 2.5. Apply standard precautions when handling biological materials 2.6. Minimise the production and release of aerosols, using biological safety cabinets where necessary 2.7. Clean spills, and report all spills and suspected incidents to supervisor 2.8. Wash hands before and after laboratory work and when contamination is suspected 2.9. Ensure the safe disposal of biohazardous materials and other laboratory wastes in accordance with enterprise procedures
3. Process samples for direct examination	3.1. Prepare thin smears of samples for subsequent staining to enable microscopic identification of cells 3.2. Prepare liquid films of specimens for direct observation for motility or cell structure 3.3. Prepare samples to concentrate material for subsequent staining or microscopy
4. Prepare pure cultures for microbiological work and aseptic	4.1. Select culture media to maximise growth of micro-organisms and cells 4.2. Inoculate media aseptically, applying techniques

ELEMENT	PERFORMANCE CRITERIA
applications	suitable for purpose of culture 4.3. Incubate inoculated media in conditions to optimise growth of organisms and cells 4.4. Subculture on suitable media to optimise production of pure cultures
5. Perform procedures that can assist in the identification of micro-organisms	5.1. Select staining techniques to demonstrate required cellular characteristics 5.2. Stain prepared films to demonstrate diagnostically useful characteristics 5.3. Inoculate and incubate media with pure cultures to assist in the biochemical and immunological identification of micro-organisms 5.4. Perform tests on pure cultures to assist in the biochemical and immunological identification of micro-organisms
6. Estimate the number and/or size of micro-organisms in samples	6.1. Count cells in undiluted samples to indicate the dilution necessary to reliably count organisms in culture 6.2. Prepare serial dilutions of samples aseptically for culture and colony counting 6.3. Count colonies for calculating number of viable organisms per unit volume 6.4. Count micro-organisms in samples and cultures using spectrometric and electronic methodologies, where relevant 6.5. Estimate and document uncertainty of measurement in accordance with enterprise procedures, where relevant
7. Contribute to antibiotic sensitivity testing where required	7.1. Prepare inoculum suitable for antibiotic sensitivity testing 7.2. Dispense or position antibiotic discs as indicated by enterprise protocol 7.3. Incubate inoculated media under conditions to maximise growth of cultured organism 7.4. Read and record sensitivity reactions, noting phenomena that can assist in the correct interpretation of results
8. Maintain records of laboratory work	8.1. Make entries on report forms or into computer systems, accurately calculating, recording or transcribing data as required 8.2. Maintain instrument logs as required by

ELEMENT	PERFORMANCE CRITERIA
	accreditation checklists 8.3.Maintain security and confidentiality of all clinical information, laboratory data and records

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills include:

- using protective clothing and biological safety cabinets
- safely performing tasks for the culture, isolation, identification and use of micro-organisms
- not contaminating oneself, other people, the work area, equipment or the samples or materials under test
- not contaminating media or reagents during manipulations involving transfer of cultures
- identifying artefacts or image aberrations attributable to misalignment or obstruction of light paths or condensers used in bright field, dark ground, phase and fluorescent microscopy, or with other steps in microscopic examinations
- Gram reactions
- describing bacterial colony forms on common media used in bacteriological investigations
- preparing documentation that is accurate, concise and in accordance with enterprise requirements
- reporting incidents or accidents
- disinfecting spillage and safely disposing of all contaminated materials
- decontaminating the work area upon completion of work

Required knowledge

Required knowledge includes:

- microbiological terminology, including, where relevant, that of bacteriology, parasitology, virology and mycology
- disinfection and sterilisation as applied to practical aspects of microbiology
- microbial diversity
- micro-organisms of importance in medicine, in production of foods and other manufactured goods, and in assessment of the natural environment
- cell biology and chemistry related to laboratory phenomena, such as growth and isolation of organisms for identification
- microbial genetics
- rationale for sample dilution when preparing materials for enumerating organisms and other pure culture work (e.g. Most Probable Number (MPN) technique)
- need for accurate identification of sample source (e.g. body, specimen, process line and field location)
- relevant health, safety and environment requirements

REQUIRED SKILLS AND KNOWLEDGE

Specific industry

Additional knowledge requirements may apply for different industry sectors. For example:

Biomedical and biotechnology:

- aspects of normal and abnormal anatomy, physiology, biochemistry and immunology as these pertain to the microbiological investigation of health and disease of animals and plants
- interactions of micro-organisms with hosts
- issues of pathogenicity
- antimicrobial agents and antibiotic susceptibility/sensitivity testing
- use of polymerase chain reaction (PCR) procedures in virology testing
- handling of genetically altered cells
- freezing and thawing of cultured cells
- in tissue culture settings, maintaining the proper growth or storage conditions for the preservation of pure cell culture lines
- maintaining the proper containment and preservation of genetically altered cell lines
- use of micro-organisms in enzyme, vitamin, preservative and amino acid production

Biological and environmental:

- sampling for the microbiological testing of drinking water which should conform to the guidelines published by the National Health and Medical Research Council (NHMRC) and the Australian Water Resources Council
- testing procedures for the microbiological content of water which should be guided by advice of relevant national and state/territory environment protection agencies
- aspects of ecology and other biological disciplines as these pertain to the microbiological investigation of the natural environment
- use of micro-organisms in waste and toxic spill recovery
- use of micro-organisms in site remediation
- identification of micro-organisms to assist in determining the cause, time or nature of pollution

Food processing:

- sampling and test batteries which should conform to relevant food standards code
- aspects of food, pharmaceutical and other relevant processing as these relate to the involvement of micro-organisms in the production process and the microbiological monitoring of the production process
- use of bacteria as probiotics
- multiple resistant antibiotic strains of bacteria and their relevance to the food industry
- importance of hazard analysis and critical control points (HACCP) to production

REQUIRED SKILLS AND KNOWLEDGE

processes

- involvement of bacteria in food spoilage and poisoning
- identification procedures for determining the source of a food poisoning event
- limiting bacterial growth in foods and food preservation

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • safely perform tasks for the culture, isolation, identification and use of micro-organisms • not contaminate him/herself, other people, the work area, equipment or the samples or materials under test • not contaminate media or reagents during manipulations involving transfer of cultures • identify artefacts or image aberrations attributable to misalignment or obstruction of light paths or condensers used in bright field, dark ground, phase and fluorescent microscopy, or with other steps in microscopic examinations • be consistently accurate in the identification of Gram reactions • be consistently accurate in the description of bacterial colony forms on common media used in bacteriological investigations • preparedata and documentation that is accurate, concise and in accordance with enterprise requirements • report all incidents or accidents • disinfectany spillage and safely dispose of all contaminated materials • decontaminate the work area upon completion of work.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or simulated workplace environment.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSL934002A Apply quality system and continuous improvement processes.</i> <p>Resources may include:</p> <ul style="list-style-type: none"> • a standard microbiology laboratory with relevant equipment, samples and reagents

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> • enterprise procedures, test methods and equipment manuals • under duty of care requirements, off-the-job training providers will only use samples and organisms of a risk category compatible with their laboratory as defined in AS/NZS 2243.3.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of results/data/records generated by the candidate • feedback from peers and supervisors to confirm that enterprise procedures are consistently followed and those results meet workplace requirements • oral and/or written questions associated with laboratory determinations and record keeping • integrated assessment with a case study focus, such as the isolation and identification of bacterial species in a specimen containing two or more species, by relating sample, cultural, morphological and biochemical data, and such from other relevant tests and procedures. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.</p>
This competency in practice	<p>Industry representatives have provided the case studies below to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting.</p> <p>Biomedical</p> <p>A patient's urine sample and request form have been brought to the laboratory for urgent testing. After</p>

EVIDENCE GUIDE

preparation of the work area, the technical officer examines a cover-slipped preparation of the sample and notes the presence of pus cells and non-motile rod organisms. In a Gram stain he confirms the presence of pus cells and Gram negative bacilli. They inoculate a MacConkey's and a blood agar plate for growth and isolation of bacteria. After consultation with the supervisor they are asked to set up a direct culture for antibiotic sensitivity testing. The supervisor informs the clinician of the initial findings. The next morning the technical officer assists the supervisor to read the plates. The predominance of lactose fermenting organisms is noted. The supervisor asks the technical officer to set up a biochemical panel to assist in identifying the organism. The supervisor confirms the technical officer's reading of the direct sensitivities plate. Later in the day the team is able to confirm that the patient's urine is infected with *Escherichia coli* and that the organism is sensitive to a number of antibiotics, including a sulphonamide and a cephalosporin.

Food processing

A swollen can of tuna was received at the company laboratory for microbiological investigation. The technical officer recorded the details supplied with the can and prepared for the investigation. A range of media, including cooked meat media and nutrient broth were prepared and aseptic can opening equipment was sterilised. After the can was opened in the biohazard cabinet, the state of the contents was recorded, pH checked and Gram stains prepared and examined. The media was inoculated with the food samples and incubated at a range of temperatures under aerobic and anaerobic conditions. The can was then emptied for double seam tear down to determine the cause of the spoilage. The next day the technical officer examined the media and broth cultures. From all the data collected the technical officer and supervisor were able to determine that pre-processing spoilage had occurred, probably due to excessive delays in the process prior to can sterilisation. The results were reported to production personnel so that they could follow up the circumstances relating to the delays, and ensure that the SOP had been followed and sufficient product rejected.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Codes of practice

Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

- Standards, codes, procedures and/or enterprise requirements may include:
- Australian and international standards, such as:
 - AS 2252 Biological safety cabinets
 - AS ISO 17025-2005 General requirements for the competence of testing and calibration laboratories
 - AS/NZS 2243.3:2002 Safety in laboratories - Microbiological aspects and containment facilities
 - ISO/TS 19036:2006 Microbiology of food and animal feeding stuffs - Guidelines for the estimation of measurement of uncertainty for quantitative determinations
 - ISO7218:2007 Microbiology of food and animal feeding stuffs - General requirements and guidance for microbiological examinations
- cleaning, hygiene, personal hygiene requirements
- enterprise procedures, standard operating procedures (SOPs) and operating manuals
- guidelines for small scale genetic manipulation work from the gene technology regulations
- incident and accident/injury reports
- instructions to comply with new legislation, standards, guidelines and codes
- quality system and continued improvement processes
- safety requirements for equipment, materials or products and material safety data sheets

RANGE STATEMENT	
	<p>(MSDS)</p> <ul style="list-style-type: none"> • sampling procedures (labelling, preparation, storage, transport and disposal) • schematics, work flows and laboratory layouts • test procedures (validated and authorised) • waste minimisation, containment, processing and disposal procedures
Equipment, materials and systems	<p>Equipment, materials and systems may include:</p> <ul style="list-style-type: none"> • protective and physical containment facilities and equipment for safe handling of micro-organisms personal protective equipment, such as gloves, gowns, masks and safety glasses and gloves for working with extremes of heat and cold • carbon dioxide cabinets and incubators • transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas • liquid nitrogen containers for cell storage • filtration membranes • microscopes with bright field and other relevant illumination systems and stereomicroscopes • counting chambers for micro-enumeration • colony counting devices • Bunsen burners and bench incinerators • Incubators and water baths • anaerobic jars, fermentation chambers, continuous culture systems and other devices for controlling growth environments of micro-organisms • laboratory information management systems (LIMS), databases, record and filing systems • stains, media, reagents and biological materials necessary for laboratory testing • laboratory glassware and measuring equipment • disinfecting and sterilising solutions and equipment, such as ultraviolet (UV) lamps • materials suitable for the safe containment, collection, processing and disposal of biological and non-biological wastes • autoclaves

RANGE STATEMENT	
Communication	<p>Communication may involve:</p> <ul style="list-style-type: none"> • supervisors and managers (laboratory, quality and customer service) • personnel in other laboratories in the enterprise or in other enterprises to which work may be referred • customers, patients and clients • external auditors and accreditation agencies (e.g. National Association of Testing Authorities (NATA))
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all work will assume the potential infectivity of samples and materials presented for laboratory processing • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Testing
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

NWP208A Perform basic wastewater tests

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required to perform basic wastewater tests.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for field and operational staff with responsibility for preparing for, conducting and reporting on basic wastewater tests in wastewater treatment and system operations.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for basic wastewater tests.	<p>1.1 Receive instructions for conducting and recording <i>basic wastewater tests</i> and confirm with appropriate personnel.</p> <p>1.2 Confirm <i>testing details</i> and <i>plan testing work</i> according to <i>legislative and organisational requirements</i>.</p> <p>1.3 Select, fit and use personal protective equipment specified for routine wastewater tests.</p> <p>1.4 Prepare and check <i>testing equipment</i> according to organisational requirements.</p>
2 Conduct basic wastewater tests.	<p>2.1 Locate and identify correct samples for testing and report <i>abnormal sample characteristics</i>.</p> <p>2.2 Conduct basic wastewater tests according to organisational requirements.</p> <p>2.3 <i>Maintain integrity of samples</i> during testing.</p> <p>2.4 Identify <i>atypical data</i> and take appropriate action.</p>
3 Finalise work.	<p>3.1 Record relevant <i>information</i> according to organisational requirements.</p> <p>3.2 Dispose of samples and clean and store test equipment according to organisational procedures.</p> <p>3.3 Clear and restore work area according to organisational requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- conduct basic wastewater tests
- calibrate testing equipment
- operate testing equipment
- conduct sub-sampling
- dispose of samples and waste
- communicate effectively
- produce reports and logs
- perform relevant work-related calculations
- work effectively as part of a team
- use literacy skills in regard to verbal and written communication in the workplace
- interpret work requirements.

Required knowledge:

- range and purpose of basic wastewater testing
- procedures for the use of instruments and other field-testing equipment
- test procedures
- relevant work-related calculations
- maintenance and storage of reagents
- sub-sampling and basic wastewater test methods
- documentation procedures for test results
- sample and waste disposal procedures
- relevant legislative and organisational requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to perform basic wastewater tests by:

- interpreting testing requirements and procedures
- preparing, checking and using equipment correctly
- conducting at least three different tests safely while maintaining the integrity of samples
- recording all relevant information.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time

EVIDENCE GUIDE

- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Basic wastewater tests include:

- range of tests required for competent performance of work tasks in the organisational context, which should comprise at least three of the following types of test:
 - pH
 - temperature
 - electrical conductivity
 - dissolved oxygen
 - microscopy
 - thirty minute settleability
 - settleable solids concentration (cone test)
 - turbidity.

Testing details may include:

- locations, including:
 - on-site testing
 - field-based testing
 - laboratory
- range of testing procedures and techniques that apply to organisational, plant or field sites
- variety of samples to be tested
- testing equipment
- test reporting systems.

Planning of testing work may include:

- interpretation of instructions and directions
- timelines
- interaction and communication with team members and individuals
- interpretation of legislative and organisational requirements.

Legislative and organisational requirements may include:

- relevant federal and state or territory legislation and regulations
- codes of practice, associated standards and guidance material
- documented organisational policies, manuals and induction programs
- relevant community planning and development agreements, such as land care agreements.

RANGE STATEMENT

Testing equipment may include:

- portable meters, such as:
- pH meters
- electrical conductivity meters
- thermistors
- comparators
- pocket colorimeters
- dissolved oxygen meters
- test kits
- microscopes
- thermometers
- Imhoff cones
- graduated cylinders and settling apparatus.

Abnormal sample characteristics may include:

- insufficient sample volume
- odour
- visible contaminants, such as:
- scum
- debris
- discolouration.

Maintaining integrity of samples may include application of correct:

- holding time
- storage procedures
- sub-sampling procedures.

Atypical data may include:

- results that fall outside organisational range requirements
- results that fall outside legislated range requirements.

Information may include:

- time and logging of sample receipt and testing
- visual observations
- equipment identification
- atypical results
- test results.

Unit Sector(s)

Not applicable.

Competency field

Competency field Common

NWP262A Monitor and report wastewater treatment processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required to monitor and report on wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas. The ability to monitor processes to ensure that wastewater disposal or re-use meets state or territory licensing requirements is essential to performance.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for operational staff in wastewater treatment plants with responsibility for monitoring wastewater treatment processes.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify sources and characteristics of wastewater and reasons for wastewater treatment.	<p>1.1 Identify <i>wastewater sources</i> and characteristics.</p> <p>1.2 Identify <i>reasons</i> and <i>statutory requirements</i> for wastewater treatment.</p>
2 Monitor and report on wastewater quality.	<p>2.1 Identify <i>wastewater treatment processes</i> and determine their application.</p> <p>2.2 Check <i>characteristics of wastewater</i> according to organisational procedures.</p> <p>2.3 Record and report wastewater quality according to organisational procedures.</p>
3 Follow safety requirements for work in a wastewater treatment plant.	<p>3.1 Identify and record hazards of working in a wastewater treatment plant.</p> <p>3.2 Identify operational requirements for safe and effective use of <i>equipment</i>.</p> <p>3.3 Select, fit and use safety equipment, including personal protective equipment.</p> <p>3.4 Identify and apply safe work practices when handling <i>chemicals</i> and working in a wastewater treatment plant.</p>
4 Monitor and report on wastewater treatment.	<p>4.1 Identify operating principles used in wastewater treatment processes.</p> <p>4.2 Complete records required for effective operation of a wastewater treatment plant.</p> <p>4.3 Identify, record and report range of <i>data</i> routinely collected.</p> <p>4.4 Carry out, record and report <i>process calculations</i>.</p> <p>4.5 Identify data that falls outside normal operating <i>parameters</i> and report for further action.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- apply policies, procedures and standards
- recognise and report operational problems
- use safety equipment and personal protective equipment
- select, collect and test samples
- interpret material safety data sheets (MSDS)
- receive and apply instructions
- use literacy skills in regard to verbal and written communication in the workplace
- communicate with other employees and people that interact within the work environment.

Required knowledge:

- sources of wastewater
- physical, chemical and microbiological characteristics and operating principles related to wastewater treatment
- reasons for wastewater treatment
- types of wastewater treatment plant processes
- major chemicals and equipment used
- wastewater treatment plant hazards
- safety equipment
- reasons for data and information collection.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to monitor and report on wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas including:

- performing, recording and reporting process measurements and calculations
- demonstrating procedures for starting and stopping plant and locking out control equipment
- adjusting process controls according to specific plant procedures
- recording and reporting faults and breakdowns
- identifying common process faults and following procedures to rectify these.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence only taken at the point when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning

EVIDENCE GUIDE

experience must include a combination of direct, indirect and supplementary evidence

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Wastewater sources may include:

- domestic
- industrial
- storm
- ground.

Reasons for treatment may include:

- ensuring conformity with legislation, regulations, standards and codes
- removal of impurities and contaminants to enable discharge or re-use
- reducing impact of impurities on the environment and public health.

Statutory requirements are defined by:

- relevant federal and state or territory legislation and regulations
- codes of practice, associated standards and guidance material
- documented organisational policies, manuals and induction programs
- relevant community planning and development agreements, such as land care agreements.

Wastewater treatment processes may include:

- grit removal
- aeration
- screening
- sedimentation
- disinfection
- granular and membrane filtration
- thickening and dewatering
- suspended and fixed media aerobic bioreactor processes
- anaerobic processes
- lagoons and wetlands
- gas scrubbers
- biosolids and effluent disposal and re-use
- dilution
- chemical dosing
- nutrient removal
- reverse osmosis.

RANGE STATEMENT

Characteristics of wastewater may include:

- types of impurities, such as:
- organic
- inorganic
- micro-organisms
- public health considerations.

Equipment used may include:

- pumps, including:
- centrifugal
- positive displacement
- airlift
- blowers
- screens
- control valves
- electronic digital monitoring systems
- recording systems
- chemical testing and analysis equipment
- communication equipment
- belt press
- centrifuge
- comminutor
- flow meters
- flow recorders
- manual or hydraulic equipment
- personal protective equipment.

Chemicals and major equipment used may include:

- chemicals and lime
- sodium hypochlorite
- aluminium and iron coagulants
- polymers.

Data may include:

- instantaneous flow rate
- flow records
- temperature
- sand and grit
- pH
- chemical oxygen demand
- dissolved oxygen
- settleable solids concentration (cone test)
- thirty minute settleability test
- sludge blanket level
- residual chlorine
- microscopic examination
- conductivity.

RANGE STATEMENT

Process calculations may include:

- average dry weather flow
- peak dry weather flow
- chemical feed rate and concentration
- process efficiency.

Wastewater quality *parameters* may include:

- physical
- chemical
- microbiological.

Unit Sector(s)

Not applicable.

Competency field

Competency field Treatment

NWP263A Operate and maintain wastewater treatment plant and equipment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required to operate and maintain wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas. The ability to operate wastewater treatment processes to ensure that wastewater disposal or re-use meets state or territory licensing requirements is essential to performance.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for operational staff in wastewater treatment plants with responsibility for the practical and safe operation of plant, equipment and processes.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Operate wastewater treatment processes.	<p>1.1 Identify <i>reasons and requirements</i> for treatment of wastewater.</p> <p>1.2 Identify major components of wastewater treatment processes.</p> <p>1.3 Identify and apply practices undertaken in <i>wastewater treatment processes</i>.</p> <p>1.4 Operate <i>mechanical equipment</i> used in wastewater treatment according to manufacturer specifications and organisational requirements.</p> <p>1.5 Handle, use, store and dose <i>chemicals</i> according to relevant legislation and organisational procedures.</p>
2 Maintain items of equipment used in wastewater treatment processes.	<p>2.1 Identify maintenance requirements and schedules according to standard operating procedures.</p> <p>2.2 Meet maintenance and cleaning requirements of equipment.</p>
3 Follow safety requirements for work in a wastewater treatment plant.	<p>3.1 Identify and record hazards of working in a wastewater treatment plant.</p> <p>3.2 Identify and record operational requirements for safe and effective use of equipment.</p> <p>3.3 Select, fit and use safety equipment, including personal protective equipment.</p> <p>3.4 Identify and apply safe work practices when handling chemicals and working in a wastewater treatment plant.</p>
4 Record wastewater treatment plant data.	<p>4.1 Complete records required for effective operation of a wastewater treatment plant.</p> <p>4.2 Identify, record and report range of data routinely collected.</p> <p>4.3 Identify data that falls outside normal operating parameters and report for further action.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- recognise and report operational problems
- apply policies, procedures and standards
- use safety equipment and personal protective equipment
- collect and test samples
- interpret material safety data sheets (MSDS)
- receive and apply instructions
- use literacy skills in regard to verbal and written communication in the workplace
- communicate with other employees and people that interact within the work environment.

Required knowledge:

- sources and characteristics of wastewater
- physical, chemical and microbiological characteristics and basic principles related to wastewater treatment
- reasons for wastewater treatment
- types of wastewater treatment plants and processes
- major chemical types and equipment used
- wastewater treatment plant hazards
- safety equipment
- reasons for data and information collection
- MSDS.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to operate and maintain wastewater treatment processes within domestic and industrial wastewater treatment plants in urban and rural areas including:

- applying wastewater treatment processes, including operating mechanical equipment
- using chemicals safely, as required and according to organisational procedures
- conducting regular routine inspection of mechanical equipment
- identifying hazards and applying appropriate safety procedures
- gathering and recording data
- reporting anomalies.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence only taken at the point when the assessor has complete confidence in the person's competence over time and in various contexts

EVIDENCE GUIDE

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Reasons and requirements for treatment may include:

- ensuring conformity with legislation, standards and guidelines
- removing impurities and contaminants to enable discharge and re-use
- reducing impact of impurities on environment and public health
- relevant environmental protection legislation and regulations and trade waste agreements.

Wastewater treatment processes may include:

- grit removal
- aeration
- screening
- sedimentation
- disinfection
- granular and membrane filtration
- thickening and dewatering
- anoxic processes
- sludge digestion
- suspended and fixed media aerobic bioreactor processes
- anaerobic processes
- lagoons and wetlands
- gas scrubbers
- biosolids and effluent disposal and re-use
- dilution
- chemical dosing
- nutrient removal
- reverse osmosis.

Mechanical equipment used may include:

- pumps, including:
 - centrifugal
 - positive displacement
 - airlift
 - blowers
 - screens
 - control valves
- electronic digital monitoring systems

RANGE STATEMENT

Chemicals and aids used may include:

- recording systems
- chemical testing and analysis equipment
- communication equipment
- manual and hydraulic equipment
- personal protective equipment.
- lime
- sodium hypochlorite
- polymers
- aluminium and iron coagulants
- carbon sources.

Unit Sector(s)

Not applicable.

Competency field

Competency field Treatment

NWP704A Lead a project development

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required for the effective management of a complex project within the water industry. The ability to plan a project logically, control a project, manage risks and deliver quality outcomes is essential to performance.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for managers and senior technical practitioners from a variety of disciplines and backgrounds who are applying their skills to the management of a function, team or division within the water organisation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan the project.	1.1 Clarify project brief with relevant personnel. 1.2 Identify and quantify human and financial resources to support management of project. 1.3 Assemble and brief project team. 1.4 Negotiate and finalise organisational requirements and procedures for management of project. 1.5 Identify and address <i>legislative requirements</i> relevant to project in the planning process. 1.6 Develop project goals, objectives and performance indicators in consultation with relevant personnel and stakeholders and follow organisational procedures. 1.7 Plan project according to organisational requirements and using appropriate <i>planning tools</i> .
2 Manage the project.	2.1 Communicate project plan to project team and clarify and allocate resourcing and accountabilities. 2.2 Monitor, record and report progress of project against milestones of project plan and according to organisational requirements. 2.3 Integrate range of tasks that comprise project to ensure efficient completion. 2.4 Consult stakeholders regarding progress of project and inform development. 2.5 Negotiate, record and communicate required changes to project plan. 2.6 Finalise project according to project plan and organisational procedures.
3 Manage project risk.	3.1 Identify potential risks to successful completion of project through extensive consultation with relevant stakeholders and personnel. 3.2 Analyse identified risks for likelihood of occurrence and their potential consequences. 3.3 Develop risk management or control plans to eliminate or reduce potential for risk events and consequences. 3.4 Review risk management or control plans periodically during life of the project and assess them for their adequacy, timeliness and effectiveness in risk mitigation.
4 Deliver quality project outcomes.	4.1 Identify and record quality requirements for successful completion of project and communicate them to project team members. 4.2 Identify and use quality management methods, techniques

ELEMENT

PERFORMANCE CRITERIA

and tools to support and manage project.

4.3 Assess outcomes of project for compliance with required quality standards.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- apply advanced project management skills
- apply quality management principles and techniques
- apply risk management principles and techniques
- use project management software and tools
- coordinate activities
- communicate effectively with a wide audience inside and outside the workplace
- plan effectively
- prepare a range of internal and external reports
- solve problems.

Required knowledge:

- technical and industry knowledge relevant to project being managed
- legislation relevant to project being managed
- project management, quality management and risk management techniques
- relevant industry trends, including emerging technologies
- infrastructure capacity and capacity planning
- organisational processes and reporting requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to lead a complex project within the water industry including:

- managing a complex project and delivering required project outcomes
- effectively coordinating activities of project team members to deliver required outcomes
- preparing, monitoring and revising plans
- applying principles of quality and risk management to completion of project
- communicating with stakeholders.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition

EVIDENCE GUIDE

(RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time

- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative requirements may include:

- relevant federal legislation, including:
 - National Water Commission Act 2004
 - Environment Protection and Biodiversity Conservation Act 1999
- relevant state or territory legislation relating to water and resource management
- relevant state or territory legislation and regulations relating to OHS, including:
 - protective clothing and equipment
 - use of tools and equipment
 - workplace environment and safety
 - handling of materials
 - use of fire fighting equipment
 - use of first aid equipment
 - hazard control and hazardous materials and substances
- relevant local government by-laws
- relevant government and non-government policies and regulations such as:
 - National Water Initiative
 - Murray Darling Basin Water Agreement
- relevant community planning and development agreements, such as land care agreements.

Plan project to address all facets of activity, which may include:

- budgets
- timelines
- human resource requirements
- project milestones
- project accountabilities
- project reporting processes and schedules
- contingency arrangements
- risk management requirements
- quality requirements.

Planning tools used to

- may be:

RANGE STATEMENT

support project:

- proprietary software packages
- commercial software packages
- may generate and track:
- project milestones
- resourcing lists
- staffing lists
- budgets.

Unit Sector(s)

Not applicable.

Competency field

Competency field Leadership

NWP706A Review and evaluate water and wastewater sustainability objectives

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required to enable analysis and identification of solutions to issues such as the sustainable use of water, drinking water safety and quality, water recycling and the effectiveness of wastewater treatment. This requires the ability to be able to integrate technical and scientific knowledge of water conservation and recycling, power needs for different technology options, catchment management, domestic and industry requirements for different grades of water, and the environmental impact of various options chosen.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for senior managers, water treatment and resource planners and related senior staff.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Analyse water resource issues.	1.1 Analyse <i>economic</i> and <i>social issues</i> relevant to sustainable <i>water</i> use to determine implications for specific situations. 1.2 Identify and analyse <i>community attitudes</i> to use of recycled water for their impact on future initiatives. 1.3 Identify and analyse <i>legislation, regulations and policies</i> on <i>sustainability</i> and water recycling issues for relevance to specific situation. 1.4 Determine <i>water sustainability objectives</i> and targets for specific situation.
2 Determine treatment options for recycling.	2.1 Determine water catchment and groundwater protection and management principles for surface and groundwater sources, and recycled water. 2.2 Analyse hydrometric cycle and types and percentage of water use to determine sustainability of specific water resources. 2.3 Analyse impact of stormwater and industrial, agricultural, aquaculture and domestic water use on water quality. 2.4 Analyse <i>sustainability issues</i> and effect of reduced and more concentrated sewage flows for a specific situation. 2.5 Evaluate treatment options for recycling of treated wastewater and <i>alternative water sources</i> for their suitability in meeting quality standards for a <i>range of uses</i> .
3 Develop environmental strategies and targets.	3.1 Analyse designs of <i>model sustainable water systems</i> to determine their viability in specific situations. 3.2 Analyse costs and benefits of recycling schemes most appropriate to situation. 3.3 Evaluate existing and planned water recycling systems against <i>Australian and international benchmarks</i> . 3.4 Undertake risk assessment to determine strategies for managing hazards and risks. 3.5 Recommend integrated water resource planning to achieve water sustainability objectives and targets, with consideration of costs.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- perform complex research
- analyse technical information
- analyse financial information
- analyse trend data
- research and interpret social trends
- perform relevant statistical analysis
- identify potential or actual operational problems
- undertake evidence-based short, medium and long-range planning
- prepare complex reports
- use computer systems.

Required knowledge:

- political, economic and social aspects of water sustainability
- principles of cost benefit analysis
- concept of virtual water in agricultural and manufactured products
- legislative and regulatory requirements relevant to a sustainable water industry
- hydrometric cycle
- methods for evaluating risks to water quality, assets and services
- water sustainability issues and ecosystem quality
- recycling models and performance benchmarks
- water sustainability in domestic, industrial, agricultural and aquaculture contexts, including stormwater
- legislative and regulatory framework for water industry
- relevant Australian standards, international guidelines and best practice systems applicable to water sustainability.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to analyse and identify solutions to issues such as the sustainable use of water, drinking water safety and quality, water recycling and the effectiveness of wastewater treatment including:

- analysing complex technical, social and legislative issues affecting water sustainability
- determining water and wastewater treatment options
- researching and reviewing information and developing evidence-based recommendations for the development of relevant policies relating to environmental sustainability.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence

EVIDENCE GUIDE

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Economic issues*** may include:
- costs and benefits of various options
 - public and private ownership
 - costing models
 - increased costs of new developments.
- Social issues*** may include:
- land resumption
 - cost of water supply
 - damage to ecosystems
 - equity issues
 - political exploitation.
- Water*** includes:
- water in a watercourse, lake or spring
 - underground water
 - overland flow water
 - water that has been collected in a dam
 - wastewater of domestic, commercial, industrial or agricultural origin.
- Community attitudes*** may include:
- revulsion or fear of contamination
 - fear of diseases
 - resistance to change.
- Legislation, regulations and policies*** relevant to the State or Territory may include:
- Environmental Protection and Biodiversity Conservation Act 1999
 - relevant state and territory environmental protection legislation
 - relevant water legislation and regulations
 - Australian Drinking Water Guidelines
 - water recycling guidelines
 - water quality guidelines
 - National Water Quality Management Strategy.
- Sustainability*** may include:
- replenishment of resources
 - maintaining resources
 - assault on diminishing resource.
- Water*** and wastewater ***sustainability objectives***
- sustainable use of water
 - drinking water safety
 - water recycling

RANGE STATEMENT

may include:

- long-term certainty of sources.

Sustainability issues may include:

- leakage
- evaporation
- sewer mining
- grey water use
- recycling
- intelligent use
- alternatives.

Alternative water sources may include:

- stormwater
- bore water
- brackish water
- process water.

Range of uses may include:

- irrigation
- aquaculture
- industry
- fire fighting
- recreation
- domestic
- replenishing raw surface water or groundwater resources.

Model sustainable water systems may include examples that are:

- specific to locations (e.g. Australia, Singapore, Israel and California)
- specific to industries (e.g. paper, cooling and food processing)
- existing or planned
- local and international.

Australian and International benchmarks may include:

- data from existing systems
- published research.

Unit Sector(s)

Not applicable.

Competency field

Competency field Leadership

NWP707A Analyse and review water treatment plant technology

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit of competency describes the outcomes required to understand water quality and sustainability technology, and provide high-level advice on meeting legislative and regulatory requirements. A detailed understanding is required of the planning, design, testing and operation of advanced processes, incorporating new or novel technologies, together with the ability to identify problems and suggest viable cost-effective solutions within the constraints of legislation and regulations.

Application of the Unit

Application of the unit This unit supports the attainment of skills and knowledge required for senior managers, water treatment and resource planners and related senior staff.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit of competency contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge, and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Analyse fundamentals of water science.	1.1 Analyse natural and engineered water cycles to establish their <i>components, features</i> and <i>variables</i> .
	1.2 Carry out <i>water testing</i> according to procedures in order to determine water and wastewater parameters, including nitrogen, phosphorus and microbiological indicators.
	1.3 Identify <i>substances commonly found in natural water sources</i> and analyse their <i>interactions</i> .
	1.4 Identify <i>substances commonly found in range of wastewater sources</i> and analyse their <i>environmental</i> and <i>epidemiological effects</i> .
	1.5 Identify <i>microbial species</i> found in water and wastewater and determine their activities and effects as <i>agents of disease</i> or <i>agents for removing organic matter</i> .
2 Determine design features of water treatment plants.	2.1 Determine purpose of <i>water treatment</i> and quality standards required in providing water for human consumption, industry, agriculture and aquaculture.
	2.2 Analyse fundamentals of <i>separation processes</i> to determine their role in water treatment.
	2.3 Research microbial metabolism systems and determine their role in removing organic and inorganic constituents of water.
	2.4 Analyse <i>input and output parameters</i> of water and wastewater treatment systems.
	2.5 Determine <i>fundamental features</i> of water and wastewater <i>reticulation systems</i> to establish their role and function in water treatment.
3 Analyse application of government legislation and policies to water industry.	3.1 Research <i>legislation and regulations</i> for Australian water industry to identify evolutionary framework and <i>forces of change</i> .
	3.2 Identify key principles and provisions of water-related legislation and regulations and analyse them for their impact on current practice.
	3.3 Analyse the Environment Protection Agency conditions for water and wastewater treatment plant licences, and Australian drinking water quality parameters to identify operational standards required.
	3.4 Identify changes required to meet legislative and regulatory requirements and communicate to relevant stakeholders.
4 Prepare strategic advice.	4.1 Synthesise and evaluate design, operation and management of water treatment plants and processes.
	4.2 Consult relevant personnel to inform the framing of policy

ELEMENT

PERFORMANCE CRITERIA

advice for the water organisation.

4.3 Prepare and present strategic advice on current and potential policies and procedures and the design, operation and management of water treatment plants and processes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- perform complex research
- analyse technical information
- use technology, including the internet, to access current legislative and regulatory requirements for water industry
- identify potential or actual operational problems
- undertake evidence-based short, medium and long-range planning
- communicate with employees, senior management, external industry experts and other stakeholders
- prepare complex reports
- use communication systems
- give and receive instructions.

Required knowledge:

- fundamental aspects of physics, chemistry, biology and microbiology relevant to water and wastewater treatment and requisite laboratory skills
- water sources and resources relevant to water and wastewater treatment
- substances in natural water sources and their interactions
- environmental and epidemiological effects of substances found in wastewater sources
- microbial species and effects
- purposes of water treatment
- fundamentals of separation processes and disinfection
- microbial metabolism
- input and output parameters of treatment systems
- reticulation systems and hydraulic modelling
- legislative and regulatory framework for water industry
- Environment Protection Authority requirements for treatment plant licenses and drinking water
- OHS legislation, risk management and procedures
- relevant water treatment policies and procedures
- communication systems
- relevant Australian standards, international guidelines and best practice systems applicable to water treatment plants and plant technologies.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to understand water quality and sustainability technology, and provide high-level advice on meeting legislative and regulator requirements including:

- analysing and applying principles of water science
- analysing and applying principles associated with design of water treatment plants and processes
- reviewing and refining current practices associated with water treatment plant technologies
- preparing clear and accurate reports
- contributing to development of water treatment planning within organisation.

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect

EVIDENCE GUIDE

and supplementary evidence

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Components may include:

- natural water cycles, including:
 - rivers and lakes
 - artesian and aquifers
 - brackish and salt water
 - stormwater
- engineered water cycles, including:
 - reticulation systems
 - dams
 - collection systems
 - bores and wells.

Features may include:

- natural water cycles:
 - rainfall patterns
 - size and protection
 - retention time in catchment
 - evaporation rate
 - types of source:
 - bore
 - river
 - dam
 - engineered water cycles
 - type of user:
 - domestic
 - industrial
 - aquaculture
 - agriculture
 - type of water or wastewater treatment system:
 - urban
 - non-urban
 - length and volume of collection and reticulation system.

Variables may include:

- natural water cycles, including:
 - rainfall
 - temperature

RANGE STATEMENT

- pH, hardness and alkalinity
 - taste, odour, colour and turbidity
 - nature and quantity of total dissolved and suspended matter
 - dissolved oxygen
 - engineered water cycles, including:
 - flow rates
 - industrial and agricultural uses and inputs
 - input and output parameters
 - availability and uses of recycling.
- Water testing*** may include:
- pH, chlorine, suspended solids and dissolved oxygen
 - alkalinity and volatile acids
 - mixed liquor suspended solids
 - mixed liquor volatile suspended solids
 - colour, turbidity and conductivity
 - biological oxygen demand (BOD) and chemical oxygen demand (COD), total organic carbon (TOC), phosphorus (P), nitrogen (N), other ions and organic compounds
 - identification and enumeration of bacteria, cyanobacteria and protozoa.
- Substances commonly found in natural water sources*** may include:
- metal ions
 - salts
 - N and P
 - microorganisms and algae
 - organic and inorganic compounds producing colour, turbidity, odour or taste
 - radiation emitters.
- Interactions*** may include:
- oxidation of metal ions
 - settling of suspended matter
 - ultraviolet destruction of microorganisms
 - growth of nuisance organisms, such as cyanobacteria.
- Substances commonly found in range of wastewater sources*** may include:
- toxins
 - metals
 - domestic or industrial organic matter
 - other dissolved and suspended solids
 - toxic, flammable and asphyxiating gases
 - disinfection by-products.
- Range of wastewater sources*** may include:
- domestic
 - industry
 - aquaculture

RANGE STATEMENT

- agriculture
 - stormwater.
- Environmental effects* may include:
- serious:
 - material environmental harm to air, water or land
 - nuisance environmental harm.
- Epidemiological effects* may include:
- faecal-oral route of infection
 - infection and transmission of infectious agents
 - effects of biological, chemical or physical toxins on animals and plants.
- Microbial species* may include:
- E. Coli
 - salmonella
 - campylobacter
 - Shigella
 - Yersinia
 - protozoa
 - adenovirus
 - enterovirus
 - hepatitis virus.
- Agents of disease* may include:
- bacteria
 - viruses
 - protozoa
 - microbial toxins
 - chemical toxins.
- Agents for removing organic matter* may include:
- aerobic bacteria
 - facultative bacteria
 - anaerobic bacteria.
- Water treatment* may include:
- coagulation
 - flocculation
 - sedimentation
 - filtration
 - disinfection
 - natural systems
 - designed wetlands
 - lagoons
 - Imhoff tanks
 - small septic tanks
 - bio-filters
 - contactors
 - activated sludge processes

RANGE STATEMENT

- Separation processes* may include:
- special treatment processes.
 - filtration
 - presses
 - centrifuges
 - sedimentation
 - gravity settling
 - flocculation
 - chemically assisted processes.
- Input and output parameters* may include:
- Biological Oxygen Demand and Chemical Oxygen Demand
 - suspended solids
 - biomass as mixed liquor suspended solids (MLSS) or mixed liquor volatile suspended solids (MLVSS)
 - pH
 - dissolved oxygen (DO)
 - N, P and other chemical species
 - toxins
 - chlorine
 - faecal coliforms, such as E. Coli
 - colour
 - turbidity.
- Fundamental features* may include:
- pipe networks
 - gravity and pressure systems
 - pumps and pump wells
 - reservoirs
 - residual disinfection
 - oxygenation
 - hydraulic modelling
 - leak detection
 - leak prevention.
- Reticulation systems* may include:
- sewage collection systems
 - water distribution systems.
- Legislation and regulations* relevant to the State or Territory may include:
- Environmental Protection and Biodiversity Conservation Act 1999
 - relevant state and territory environmental protection legislation
 - relevant water legislation and regulations
 - Australian Drinking Water Guidelines
 - Water recycling guidelines
 - Water quality guidelines

RANGE STATEMENT

Forces of change may include:

- National Water Quality Management Strategy.
- community expectations
- availability of technology
- climatic change
- diminishing fresh water sources.

Unit Sector(s)

Not applicable.

Competency field

Competency field Leadership

PRMCL35B Maintain a cleaning storage area

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers the skills and knowledge required for the maintenance of a dedicated cleaning storage area and the movement and control of equipment, chemicals and consumables used in the provision of cleaning services. This unit applies to persons whose major function is cleaning, not storekeeping.

The unit requires the ability to maintain and operate a safe and efficient cleaning storage area within a strict legislative context. Maintaining the storage area requires the ability to follow established procedures, understand the issues associated with the storage and usage of chemicals and to adhere to legislative and public health and safety requirements.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Maintain storage area

- 1.1 Secure *storage area* from unauthorised access in accordance with *legislative, occupational health and safety (OHS) and company requirements*
- 1.2 Identify *hazards* and control risks in the storage area in accordance with *legislative, OHS and company requirements*
- 1.3 Display *safety warnings* prominently and ensure *safety information* is accessible in accordance with *legislative, OHS and company requirements*
- 1.4 Store, maintain and safety-check *equipment* to enable ready access and re-use in accordance with *manufacturers' specifications and legislative, OHS and company requirements*
- 1.5 Store *chemicals and consumables* in accordance with *manufacturers' specifications and legislative, OHS and company requirements*
- 1.6 Clean, safety-check, record maintenance requirements and store *personal protective equipment (PPE)* in accordance with *manufacturers' specifications, OHS and company requirements*
- 1.7 Review and respond to *work site communication devices* in accordance with *company requirements*

-
- 1.8 Ensure *storage area* is accessible and free from obstacles in accordance with *OHS and company requirements*
 - 1.9 Collect and dispose of all *waste* in accordance with *manufacturers' specifications and environmental, legislative, OHS and company requirements*

2 Control and maintain stocks of equipment and chemicals

- 2.1 Maintain and operate an inventory system of all *equipment, PPE, chemicals and consumables* with maximum and minimum holding levels in accordance with *legislative and company requirements*
- 2.2 Monitor usage patterns and re-order *chemicals and consumables* to maintain required levels in accordance with *company requirements*

ELEMENT**PERFORMANCE CRITERIA**

- 2.3 Maintain accurate labelling system of all containers in accordance with *manufacturers' specifications* and *legislative, OHS and company requirements*
 - 2.4 Issue *chemicals* and *consumables* on a first-in first-out basis in accordance with *company requirements*
 - 2.5 Prepare *chemicals* in accordance with *manufacturers' specifications* and *legislative, OHS and company requirements*
 - 2.6 Collect and dispose of all obsolete *equipment* and *chemicals* and *waste* in accordance with *manufacturers' specifications* and *environmental, legislative, OHS and company requirements*
- 3 Respond to emergency situations
- 3.1 Respond to accidental spillages and emergency situations using *emergency response procedures* in accordance with *environmental, legislative, OHS and company requirements*
 - 3.2 Prepare *regulatory and company documentation* in accordance with *environmental, legislative, OHS and company requirements*

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to maintain a cleaning storage area. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

Critical aspects of competency

- Compliance with company and legislative/regulatory requirements.
- Good storage and housekeeping practices, particularly those relating to the labelling and security of chemicals.
- Knowledge of emergency response procedures.
- Maintenance of a secure and accessible storage area.
- Systematic use of stock control records.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Equipment types and functions.
- Product knowledge including manufacturers' specifications for equipment and chemicals being used.
- Awareness of applicable legislation, regulations, codes of practice and industry advisory standards.
- Awareness of OHS legislation and procedures.
- Communication and negotiation techniques.
- Company management structure and reporting procedures.
- Company procedures and practices.
- Documentation requirements.
- Emergency response and evacuation procedures.
- Hazards and risks of storing, preparing, using and disposing chemicals.
- Injury, dangerous occurrence and incident reporting.
- Knowledge of biological and viral control procedures.
- Routes of entry and potential symptoms of exposure from chemicals.
- Skin penetration issues.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- applying correct manual handling techniques
- communicating clearly and concisely using written and verbal modes
- customer service
- handling and disposal of chemicals safely
- handling and disposal of contaminated and toxic waste
- hazard identification and risk control
- performing the mathematical calculations required for the dilution and mixing of chemicals as specified on product labels
- planning

- problem solving
- reading, interpreting and responding appropriately to directions and safety instructions in equipment manuals, MSDS, safety warning signs and symbols, enterprise codes and chemical labels
- requesting advice or further information
- seeking and receiving feedback
- sourcing, organising and recording information
- working on an individual basis and within a team.

Other units of competency that could be assessed with this unit

Competence in this unit may be assessed in conjunction with:

- PRMCL33B Plan for safe and efficient cleaning activities
- PRMCMN201A Participate in workplace safety arrangements.

Resources required to assess this unit

The following resources should be available:

- access to a suitable venue, including stores and store records
- access to suitable equipment and chemicals
- access to personal protective equipment
- access to equipment operating manuals and MSDS
- work order instructions, work plans and schedules
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor.

The competency is to be demonstrated in a range of situations that may include customer/workplace interruptions and involvement in related activity normally experienced in the workplace.

Assessment of competency may be made through practical demonstration in the work environment or in a simulated work environment.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this unit of competency.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	1	Confirm own role and responsibilities with colleagues and supervisors to ensure compliance with work order and company requirements such as OHS.
How can information be collected, analysed and organised ?	1	Collect and analyse information regarding work site in line with company procedures.
How are activities planned and organised ?	2	Plan and prioritise work tasks to meet legislative, OHS, company and client requirements in an efficient and effective manner.
How can teamwork be applied?	1	Provide support and assistance to team members to complete work tasks within designated timelines and to meet company requirements.
How can the use of mathematical ideas and techniques be applied?	1	Calculate area available for storing equipment and chemicals safely.
How can problem-solving skills be applied?	1	Discuss with management/clients/work site managers, supervisors and team members how to help solve problems that may arise.
How can the use of technology be applied?	1	Record data for future use such as stock control.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed in alphabetical order and may be present for this particular unit.

Chemicals may include:

- acid cleaners
- alkaline cleaners
- neutral cleaners
- solvent cleaners.

Company requirements may include:

- access and equity policy, principles and practice
- business and performance plans

- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- company service standards
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- rights and responsibilities of employees and employers
- training (induction, refresher and new skills) materials
- use of contractors
- work site access security clearance procedures.

Consumables may include:

- air freshener
- hand towel
- liner bags
- soap (liquid or solid)
- toilet paper.

Emergency response procedures include:

- clean-up
- containment
- decontamination
- documented emergency response and evacuation procedures
- First Aid
- isolation
- notification of authorities
- use of appropriate fire fighting appliances
- use of appropriate personal protective equipment
- work site/workplace evacuation.

Environmental requirements may include:

- clean-up, containment and/or isolation
- company policies and guidelines
- environmental protection agency and government department regulations and guidelines
- hazardous materials handling

- local government regulations/bylaws.

Equipment may include:

- access equipment - various types
- bins - various types
- brooms - various types
- buckets
- buffers - various types
- cleaning trolley
- cloths
- cobwebber
- doodle bag holder
- drop sheets
- drying equipment
- dust pans and brushes
- dusters - various types
- extension poles
- extraction units, wand and hand tools
- gloves - non-permeable
- hoses
- ladders
- mops
- personal protective equipment
- polishers
- pressure-washing equipment and attachments
- safety equipment - various types
- scouring pads
- scrapers
- scrubbers - various types
- sponges
- spray bottles
- squeegee
- steam cleaners
- sweepers - various types
- vacuum cleaners and attachments - various types
- window cleaning equipment
- work site communication devices.

Hazards may include:

- allergic reactions to chemicals and/or equipment, including latex allergies
- biological waste
- bites and stings
- blood and blood-stained products
- broken glass and other sharp surfaces
- chemical containers and/or decanted chemical storage containers labelled incorrectly
- confined/restricted spaces
- contaminated clothing, chemicals and/or equipment
- damaged or inappropriate equipment

- dust and fibres
- electrical hazards arising from cables, electrical fittings (switches and lights) and untested electrical equipment
- environmental impact
- extremes of heat and temperature
- fatigue
- fire
- gas
- heights
- human waste (faeces, urine, vomit)
- inadequate lighting and ventilation
- infectious and zoonotic diseases e.g. scabies/Q fever
- inhaling chemical fumes
- leaks, spill, splash and spray
- manual handling techniques including awkward and repetitive postures
- mobile/vehicle hazards around plant and vehicles
- moving and/or unguarded machinery and equipment
- noise
- occupational violence and bullying
- poor manual handling techniques
- poor personal hygiene practices
- repetitive motion, force and vibration
- synergistic chemical reactions (hazardous incompatibility or reactivity)
- syringes or other sharps
- ultraviolet light
- underfoot conditions e.g. slippery, uneven and rough surfaces
- unrestricted people access
- waste and waste disposal
- work in isolated/remote environments.

Legislative requirements may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- codes of practice
- national industry standards
- relevant Commonwealth/state/territory legislation and local government regulations that affect company operation:
 - anti-discrimination and diversity
 - availability of chemical registers/manifests
 - chemical controls
 - consumer protection
 - environmental protection issues
 - equal employment opportunity
 - freedom of information
 - industrial equipment certificates of competency or licences
 - industrial relations
 - OHS Acts and regulations
 - privacy

- trade practices
- workplace consultative arrangements.

Manufacturers' specifications may include:

- equipment operational manuals
- instructional guides
- material safety data sheets
- other resources supplied by the manufacturer (such as laminated cards notices, wall posters)
- product labels
- safety instructions pre-printed on equipment.

Occupational health and safety* (OHS) requirements may relate to:

- allergic reactions (contact dermatitis, etc)
- communication devices for remote and isolated locations e.g. mobile phone, two-way radio, etc
- dermatological control and prevention measures
- hazard identification and risk assessment mechanisms
- hazard reporting
- hierarchy of hazard control procedures
- injury, dangerous occurrence and incident reporting requirements
- keeping access ways clear from obstruction
- maintaining clear access ways
- maintenance procedures for equipment and PPE
- national industry standards/codes of practice
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- protection from hazardous substances, noise and dust
- protection of people in the workplace
- routes of entry and potential symptoms of exposure from chemicals
- safety training (induction and refresher)
- ultraviolet light
- up-to-date electrical test and tag compliance
- use of chemicals in accordance with labels
- use, storage and maintenance of equipment in accordance with manufacturers' specifications and equipment operating manuals
- use, storage and maintenance of personal protective equipment and clothing.

** Also known as occupational safety and health or workplace health and safety*

Personal protective equipment (PPE) may include:

- ear muffs/plugs
- gloves - non-permeable
- goggles
- high-visibility vests/clothing
- overalls and other protective clothing
- respirator
- safety glasses
- safety shoes

- splash-proof face masks
- sun protection
- tongs
- ultraviolet protection
- wet-work clothing.

Regulatory and company documentation may include:

- accident and incident reports
- certificates and notices
- customer files and databases
- invoices
- job sheets
- OHS control procedures, forms and documentation
- risk assessments.

Rights and responsibilities of employees may relate to:

- confidentiality and privacy rights
- duty of care
- knowing the appropriate personnel for reporting purposes
- knowing the location of manuals and/or related documents
- knowing the terms and conditions of own employment
- knowing the workplace procedures
- protection from discrimination and sexual harassment.

Rights and responsibilities of employers may relate to:

- duty of care
- providing a safe environment free from discrimination and sexual harassment (see relevant state and Commonwealth anti-discrimination legislation)
- providing a safe workplace in accordance with OHS legislation, codes of practice, regulations and standards
- providing information and training in work tasks, OHS and other employment related matters
- the right to dismiss you if you (see the Commonwealth *Workplace Relations Act 1996*):
 - are negligent, careless or cause an accident
 - commit a criminal offence
 - commit acts of disloyalty such as revealing confidential information
 - use abusive language.

Safety information may include:

- chemical co-location, separation and segregation arrangements
- chemical manifests
- chemical registers
- colour codes
- company policies and procedures
- labels
- manufacturers' specifications
- manufacturers' instructions
- MSDS

- OHS information
- operation manuals.

Safety warnings may include:

- charts and posters
- instructions
- labels
- signs and placards
- symbols.

Storage area may be a room, storage cupboard or other secure area separate from normal client functions and may include:

- chemical cupboard
- clothes rack
- desk
- equipment storage bays
- slop sink.

Waste may be either solid or liquid and include:

- chemicals past the expiry date
- obsolete equipment
- packaging
- used containers
- used or unused chemicals
- used/contaminated personal protective equipment.

Work order information may include:

- access to work site and egress points
- completion times/dates
- insufficient people to complete the work task(s)
- job requirements and tasks
- legislative requirements and local government
- OHS requirements and emergency response procedures
- resource requirements - equipment and chemicals
- specific client requirements e.g. relationships with other activities, dress and presentation requirements
- use of signage and barriers
- work schedules
- working in isolated and remote locations
- work site contact person(s).

Work site communication devices may include:

- communication books
- noticeboards
- telephone/two-way radio
- whiteboards.
-

Unit Sector(s)

Not Applicable

Functional Area:

Functional Area: Core. Cleaning Operations

PRMCL38A Clean a food handling area

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency covers the skills and knowledge required to clean in a food handling area where the work does not involve direct food contact. This unit is not appropriate for a person who has direct contact with food and/or raw materials/ingredients.

This unit is based on the guideline food safety unit GFSWFHAA Carry out work in a food handling area.

Food handling areas include food courts and industrial food processing plants.

The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the special characteristics of food handling areas, and applying company policies and procedures in order to perform the task. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently. This unit recognises the importance of paying careful attention to health and safety issues.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | | |
|---|--------------------------------|---|
| 1 | Assess area to be cleaned | <p>1.1 Assess the <i>food handling area</i> and review <i>work order</i> in accordance with client requirements, <i>food safety program</i> and <i>company requirements</i> and clarify any issues with <i>appropriate person(s)</i></p> <p>1.2 Identify <i>hazards</i> and control risks in the work site in accordance with <i>legislative, occupational health and safety (OHS)</i> and <i>company requirements</i></p> <p>1.3 Identify <i>contamination hazards</i> in the work site in accordance with <i>legislative, OHS</i> and <i>company requirements</i></p> <p>1.4 Identify <i>surface</i> types through observation in accordance with the <i>work order</i> and <i>company requirements</i></p> <p>1.5 Identify <i>soil</i> type(s) through observation in accordance with the <i>work order</i> and <i>company requirements</i></p> <p>1.6 Determine the size and usage pattern of the work site to ensure the safety of, and the minimisation of disruption to, <i>personnel</i> and the efficient use of cleaning <i>equipment</i> and <i>chemicals</i></p> <p>1.7 Select the most appropriate <i>cleaning technique(s)</i> in accordance with the <i>work order</i> and <i>company requirements</i></p> |
| 2 | Select equipment and chemicals | <p>2.1 Select and use suitable <i>personal protective equipment (PPE)</i> in accordance with <i>manufacturers' specifications, OHS</i> and <i>company requirements</i></p> <p>2.2 Select <i>equipment</i> and <i>chemicals</i> appropriate for <i>work order</i> in accordance with <i>OHS</i> and <i>company requirements</i></p> <p>2.3 Confirm that <i>equipment</i> and <i>chemicals</i> meet the cleaning and sanitation requirements of the <i>food safety program</i> in accordance with, <i>legislative, OHS</i> and <i>company requirements</i></p> <p>2.4 Check operational effectiveness of <i>equipment</i> in accordance with <i>manufacturers' specifications</i> and <i>company requirements</i></p> <p>2.5 Adjust <i>equipment</i> to suit operator's requirements in accordance with</p> |

ELEMENT**PERFORMANCE CRITERIA**

manufacturers' specifications and OHS requirements

- | | | |
|-------|---|---|
| 3 | Prepare self and work site | <p>2.6 Prepare <i>chemicals</i> in accordance with <i>manufacturers' specifications, OHS and company requirements</i></p> <p>2.7 Obtain supplies of <i>consumables</i> to meet anticipated usage patterns in accordance with <i>work order and company requirements</i></p> <p>3.1 Check personal hygiene, clothing and footwear and any health issues or illness meet <i>food safety program, legislative, OHS and company requirements</i></p> <p>3.2 Confirm and reassess <i>hazards</i> in the work site and control risks in accordance with <i>legislative, OHS and company requirements</i></p> <p>3.3 Install appropriate <i>signage and barriers</i> to maximise public safety during the cleaning operation in accordance with <i>work order and OHS and company requirements</i></p> |
| <hr/> | | <p>3.4 Identify <i>food safety program</i> requirements related to <i>work order</i> in accordance with <i>OHS and company requirements</i></p> <p>3.5 Identify any <i>work restrictions</i> affecting the completion of the <i>work order</i> instructions and advise promptly the <i>appropriate person(s)</i></p> |
| 4 | Clean work site while maintaining food safety | <p>4.1 Follow <i>food safety program</i> and conduct cleaning activities to ensure food safety is maintained in accordance with health regulations, <i>work order and OHS and company requirements</i></p> <p>4.2 Clean all surfaces using appropriate <i>equipment, PPE, chemicals and cleaning technique(s)</i> in accordance with <i>manufacturers' specifications, work order and OHS and company requirements</i></p> <p>4.3 Conduct all work in accordance with <i>legislative, OHS and company requirements</i></p> <p>4.4 Report any identified procedures or practices inconsistent with the food safety program to <i>appropriate person(s)</i></p> |
| 5 | Replenish consumables and tidy work site | <p>5.1 Replenish <i>consumables</i> in accordance with client requests, <i>work order and company requirements</i></p> |

ELEMENT**PERFORMANCE CRITERIA**

- 6 Clean, safety-check and store equipment
- 5.2 Dispose of all collected *soil and waste* in accordance with client specifications, *work order, manufacturers' specifications* and *environmental, legislative, OHS* and *company requirements*
- 5.3 Remove *signage and barriers* in accordance with *work order* and *OHS* and *company requirements*
- 6.1 Clean *equipment* and *PPE* in accordance with *manufacturers' specifications* and *environmental, OHS* and *company requirements*
- 6.2 Safety-check *equipment* and *PPE* in accordance with *manufacturers' specifications* and *OHS requirements* and record any required maintenance in accordance with *company requirements*
- 6.3 Store and maintain *equipment* and *PPE* to allow ready access in accordance with *manufacturers' specifications* and *OHS* and *company requirements*
- 6.4 Store *chemicals* in accordance with *manufacturers' specifications* and *OHS* and *company requirements*

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to clean in a food handling area. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

Critical aspects of competency

- Access and apply workplace information on food safety policies and procedures relating to own work.
- Accurate identification of the hazards associated with food handling area.
- Accurate identification of the surfaces and soil types found in food handling.
- Compliance with company and legislative requirements.
- Fit and use appropriate personal protective clothing and equipment as required by work tasks to meet food business requirements.
- Identification of food safety hazards in work area.
- Maintain housekeeping standards in the food handling area and dispose of waste to meet food-handling requirements.
- Maintain personal conduct and hygiene to ensure that food safety is not compromised.
- Outcomes achieved in relation to customer work order and company requirements.
- Recognise and report situations or procedures that could compromise food safety.
- Report health conditions and illness as required by workplace food safety procedures.
- Safe and efficient cleaning methods.
- Selection of appropriate cleaning equipment and chemicals.
- Take necessary precautions when moving between or around the workplace and/or from one task to another to minimise risk of food contamination.
- Wear and maintain appropriate clothing and footwear as required by work task to meet food safety procedures.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Access to workplace information on food safety policies and procedures.
- Sources of advice on food safety issues and responsibilities in the workplace.
- Personal hygiene practices, clothing and footwear requirements associated with working in and moving in and between food handling areas and in moving between food handling and non-food handling areas.
- Suitable equipment, chemicals and other chemicals for use in the food handling area, including a knowledge of unsuitable equipment and materials e.g. breakable and/or dirty equipment and materials.
- Types of contamination and prevention methods.
- Cleaning and sanitation requirements.
- Waste collection, recycling and handling procedures.
- Knowledge of the range of cleaning equipment, chemicals and cleaning methods.
- Awareness of applicable legislation, regulations, codes of practice and industry advisory standards.

- Awareness of OHS legislation and procedures.
- Communication and negotiation techniques.
- Company management structure and reporting procedures.
- Company procedures and practices.
- Emergency response and evacuation procedures.
- Injury, dangerous occurrence and incident reporting.
- Knowledge of biological and viral control procedures.
- Routes of entry and potential symptoms of exposure from chemicals.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- accurate identification of soil and stains
- accurate selection of chemicals to suit surface type
- dusting, cleaning, polishing and buffing techniques
- replenishing consumables
- applying correct manual handling techniques
- communicating concisely using written and verbal modes
- customer service
- handling and disposal of chemicals safely
- handling and disposal of contaminated and toxic waste
- performing the mathematical calculations required for the dilution and mixing of chemicals as specified on product labels
- planning
- problem solving and critical analysis
- reading, interpreting and responding appropriately to directions and safety instructions in equipment manuals and MSDS and on chemical labels
- requesting advice or further information
- seeking and receiving feedback
- sourcing, organising and recording information
- working on an individual basis or as part of a team.

Other units of competency that could be assessed with this unit

Competence in this unit may be assessed in conjunction with:

- PRMCL01B Maintain a hard floor surface.

Resources required to assess this unit

The following resources should be available:

- access to a suitable food handling work site or venue
- access to suitable equipment and chemicals
- access to personal protective equipment
- access to equipment operating manuals and MSDS
- access to food safety policies and procedures relevant to the workplace
- work order instructions, work plans and schedules
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor.

The competency is to be demonstrated in a range of situations that may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Assessment of competency may be made through practical demonstration in the work environment or in a simulated work environment.

Key competency levels

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this unit of competency.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	1	Confirm own role and responsibilities with colleagues and supervisors to ensure compliance with work order and company requirements such as OHS.
How can information be collected, analysed and organised ?	1	Collect and analyse information regarding work site in line with company procedures.
How are activities planned and organised ?	1	Organise and prioritise work tasks to meet work order and company requirements.
How can teamwork be applied?	1	Provide support and assistance to team members to complete work tasks within designated timelines and to meet company requirements.
How can the use of mathematical ideas and techniques be applied?	1	Calculate area(s) to be cleaned and measure and carry out chemical applications.
How can problem-solving skills be applied?	1	Discuss with management/clients/site managers, supervisors and team members how to help solve problems that may arise.
How can the use of technology be applied?	1	Record data for future use such as stock control.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed in alphabetical order and may be present for this particular unit.

Appropriate person(s) may include:

- clients
- colleagues
- managers
- person(s) in control of work site(s)
- supervisors.

Chemicals may include:

- acid cleaners
- alkaline cleaners

- neutral cleaners
- solvent cleaners.

Cleaning technique(s) may include:

- buffing
- damp dusting
- hosing
- mopping
- polishing
- pre-spraying
- scrubbing
- spot cleaning
- sweeping
- wet wiping
- window cleaning.

Company requirements may include:

- access and equity policy, principles and practice
- business and performance plans
- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- company service standards
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- rights and responsibilities of employees and employers
- training (induction, refresher and new skills) materials
- use of contractors
- work site access security clearance procedures.

Consumables may include:

- air fresheners
- bin liners
- cloth towels/tea towels
- disposable gloves

- hair nets
- hand towels (cloth, rolls and sheets)
- serviettes
- soap (liquid or bar forms).

Contamination hazards include:

- chemical contamination caused by cleaning and sanitation chemicals
- microbiological contamination resulting from cross-contamination when moving into and between food handling areas
- physical contamination caused by metal, glass, plastic and cloths.

Environmental requirements may include:

- clean-up, containment and/or isolation
- company policies and guidelines
- environmental protection agency and government department regulations and guidelines
- hazardous materials handling
- local government regulations/bylaws.

Equipment may include:

- absorbent cleaning cloths
- brooms
- buckets
- cleaning trolley
- damp cloths
- doodle bug
- dry cloths
- hose and nozzle
- lint-free cloths
- long-handled brush and dustpan tongs
- mops
- needle hazard disposal unit
- nylon scourers
- scraper
- scrubbing brush
- scrubbing or polishing machines
- toilet brush
- window squeegee
- wringer buckets.

Food handling areas include:

- dispatching food
- handling food
- inspecting food
- packaging food
- preparing food
- processing
- receiving food
- storing food
- transporting food.

Food safety program identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of a food business and:

- identifies where and how each hazard can be controlled
- describes how the controls are monitored
- describes the corrective actions required if conditions are not met
- specifies the information to be recorded and the procedures to be signed off
- must comply with relevant national, state and industry legislation and regulations
- includes the responsibilities for any person visiting and/or working in a food handling area
- specifies minimum procedures to ensure any person does not:
 - contaminate food
 - have unnecessary contact with ready-to-eat food
 - spit, smoke or use tobacco or similar in a food handling area (refer Food Safety Standard 3.2.2, Clause 17:3 and state regulations/legislation).

Hazards may include:

- allergic reactions to chemicals and/or equipment, including latex allergies
- biological waste
- bites and stings
- blood and blood-stained products
- broken glass and other sharp surfaces
- chemical containers and/or decanted chemical storage containers labelled incorrectly
- confined/restricted spaces
- contaminated clothing, chemicals and/or equipment
- damaged or inappropriate equipment
- dust and fibres
- electrical hazards arising from cables, electrical fittings (switches and lights) and untested electrical equipment
- environmental impact
- extremes of heat and temperature
- fatigue
- fire
- gas
- heights
- human waste (faeces, urine, vomit)
- inadequate lighting and ventilation
- infectious and zoonotic diseases e.g. scabies/Q fever
- inhaling chemical fumes
- leaks, spill, splash and spray
- manual handling techniques including awkward and repetitive postures
- mobile/vehicle hazards around plant and vehicles
- moving and/or unguarded machinery and equipment
- noise
- occupational violence and bullying
- poor manual handling techniques
- poor personal hygiene practices
- repetitive motion, force and vibration
- synergistic chemical reactions (hazardous incompatibility or reactivity)
- syringes or other sharps

- ultraviolet light
- underfoot conditions e.g. slippery, uneven and rough surfaces
- unrestricted people access
- waste and waste disposal
- work in isolated/remote environments.

Legislative requirements may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- codes of practice
- national industry standards
- relevant Commonwealth/state/territory legislation and local government regulations that affect company operation:
 - anti-discrimination and diversity
 - availability of chemical registers/manifests
 - chemical controls
 - consumer protection
 - environmental protection issues
 - equal employment opportunity
 - freedom of information
 - industrial equipment certificates of competency or licences
 - industrial relations
 - OHS Acts and regulations
 - privacy
 - trade practices
 - workplace consultative arrangements.

Manufacturers' specifications may include:

- equipment operational manuals
- instructional guides
- material safety data sheets
- other resources supplied by the manufacturer (such as laminated cards notices, wall posters)
- product labels
- safety instructions pre-printed on equipment.

Occupational health and safety* (OHS) requirements may relate to:

- allergic reactions (contact dermatitis, etc)
- communication devices for remote and isolated locations e.g. mobile phone, two-way radio, etc
- dermatological control and prevention measures
- hazard identification and risk assessment mechanisms
- hazard reporting
- hierarchy of hazard control procedures
- injury, dangerous occurrence and incident reporting requirements
- keeping access ways clear from obstruction
- maintaining clear access ways
- maintenance procedures for equipment and PPE

- national industry standards/codes of practice
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- protection from hazardous substances, noise and dust
- protection of people in the workplace
- routes of entry and potential symptoms of exposure from chemicals
- safety training (induction and refresher)
- ultraviolet light
- up-to-date electrical test and tag compliance
- use of chemicals in accordance with labels
- use, storage and maintenance of equipment in accordance with manufacturers' specifications and equipment operating manuals
- use, storage and maintenance of personal protective equipment and clothing.

** Also known as occupational safety and health or workplace health and safety*

Personal protective equipment (PPE) may include:

- ear muffs/plugs
- gloves - non-permeable
- goggles
- high-visibility vests/clothing
- overalls and other protective clothing
- respirator
- safety glasses
- safety shoes
- splash-proof face masks
- sun protection
- tongs
- ultraviolet protection
- wet-work clothing.

Personnel may include:

- client's staff
- fellow workers (colleagues)
- general public
- venue/facility/building/shopping centre staff/management.

Rights and responsibilities of employees may relate to:

- confidentiality and privacy rights
- duty of care
- knowing the appropriate personnel for reporting purposes
- knowing the location of manuals and/or related documents
- knowing the terms and conditions of own employment
- knowing the workplace procedures
- protection from discrimination and sexual harassment.

Rights and responsibilities of employers may relate to:

- duty of care

- providing a safe environment free from discrimination and sexual harassment (see relevant state and Commonwealth anti-discrimination legislation)
- providing a safe workplace in accordance with OHS legislation, codes of practice, regulations and standards
- providing information and training in work tasks, OHS and other employment related matters
- the right to dismiss you if you (see the Commonwealth *Workplace Relations Act 1996*):
 - are negligent, careless or cause an accident
 - commit a criminal offence
 - commit acts of disloyalty such as revealing confidential information
 - use abusive language.

Signage and barriers may include:

- physical barriers and restraints erected to restrict access to a site
- signs complying with legislative requirements and/or Australian Standards warning of danger and/or adverse conditions including cleaning in progress and hazardous chemicals are in use or present in the work area.

Soil types can be wet or dry and may include:

- blood
- dust
- food, food scraps and residue
- grease
- human waste (faeces, urine, vomit)
- litter
- mould and algae
- mud and dirt
- pen, texta, pencil
- rust
- soap scum
- syringes.

Surfaces may include:

- ceramics and porcelain
- chrome
- concrete
- glass
- laminates
- metal
- painted
- plastic
- stainless steel
- stone
- terracotta
- vinyl.

Waste may be either solid or liquid and include:

- chemicals past the expiry date

- cloths
- contaminated waste
- food leftovers/scraps
- liquid waste
- litter
- obsolete cleaning equipment
- packaging
- soil
- used containers
- used or unused chemicals
- used/contaminated personal protective equipment.

Work order information may include:

- access to work site and egress points
- completion times/dates
- insufficient people to complete the work task(s)
- job requirements and tasks
- legislative requirements and local government
- OHS requirements and emergency response procedures
- resource requirements - equipment and chemicals
- specific client requirements e.g. relationships with other activities, dress and presentation requirements
- use of signage and barriers
- work schedules
- working in isolated and remote locations
- work site contact person(s).

Work restrictions may include:

- amount of cleaning anticipated
- client activity
- employee(s) level of literacy and/or communication skills
- faulty or inappropriate equipment
- site hazards
- skills of the work unit/team
- staffing resources
- time limitations.
-

Unit Sector(s)

Not Applicable

Functional Area:

Functional Area: Elective. Cleaning Operations

PSPREG412A Gather and manage evidence

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit covers all activities involved in gathering and managing evidence. It includes planning and activating evidence collection, identifying persons of interest, collecting and storing evidence, and summarising and reporting on evidence.

In practice, gathering and managing evidence may overlap with other generalist or specialist public sector work activities such as exercising regulatory powers, acting ethically, complying with public sector legislation, applying government processes, gathering and analysing information, etc.

This unit replaces and, for qualification purposes only, is equivalent to *PSPFRAU403A Gather, manage and present evidence*. The unit has been expanded and is no longer restricted to evidence relating to fraud.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Plan and activate evidence collection

- 1.1 *Evidence* requirements are researched to establish the type and standard of evidence and *resources* required when the size of investigation and/or type of offence/s require this
- 1.2 Approval to commence investigation is obtained in accordance with organisational policy and procedures
- 1.3 Plan of action is agreed in accordance with organisational policy and procedures, and communication and review processes are established
- 1.4 Evidence recording process is put in place in accordance with organisational guidelines and legislative requirements

2. Identify persons of interest

- 2.1 Possible witnesses are identified, located and contacted to request that they provide information
- 2.2 Particulars of witness/es are documented according to correct evidentiary procedures
- 2.3 *Responsible parties* are identified, located and their *particulars* are recorded in accordance with correct evidentiary procedures
- 2.4 Responsible parties are contacted for interview in accordance with organisational procedures and legislative requirements, and informed of the nature of the investigation, if required by law

3. Collect and store evidence

- 3.1 *Authority to search* is obtained/verified, involving other organisations where necessary
- 3.2 Evidence is identified, *collected*, *labelled*, recorded and preserved according to exhibit management principles for later use in proceedings
- 3.3 Evidence is *managed* in accordance with the principles of continuity of possession, *legislation and standards*
- 3.4 Corroboratory evidence is collected, documented and preserved
- 3.5 *Expert* skills and knowledge are accessed when necessary to further assist staff in areas where they cannot or are not authorised to act
- 3.6 Constant review is implemented during evidence collection to enable gaps and inadequacies to be addressed in accordance with organisational policy and procedures

4. Summarise and report on evidence

- 4.1 Verbal and written summaries/*reports* are made in accordance with legislative and organisational requirements
- 4.2 Outcomes of investigation are entered into data management systems according to organisational guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- organising and problem solving
- liaising and negotiating
- communicating with people from diverse backgrounds
- responding to diversity, including gender and disability
- making comparisons and exercising judgment about facts in written materials
- report writing using formal structures and language
- applying public sector standards and legislation such as occupational health and safety and environment in the context of gathering and managing evidence

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- rules of evidence relevant to the jurisdiction
- evidence legislation relevant to the jurisdiction
- legislation which contains the offence/s under investigation
- document management systems
- exhibit management principles
- organisational policies, guidelines and regulations
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment relating to gathering and management of evidence

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:

PSPETHC401A Uphold and support the values and principles of public service

PSPLEGN401A Encourage compliance with legislation in the public sector

PSPGOV422A Apply government processes

PSPREG401C Exercise regulatory powers

PSPREG407B Produce formal record of interview

PSPREG411A Gather information through interviews

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- gathering and management of evidence in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to gathering and managing evidence
- case studies and workplace scenarios to capture the range of likely offences for which evidence needs to be gathered and managed

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when gathering and managing evidence, including coping with difficulties, irregularities and breakdowns in routine

EVIDENCE GUIDE

- gathering and management of evidence in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

RANGE STATEMENT

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance Criteria is explained here.

- | | |
|---|---|
| <i>Evidence may include</i> | <ul style="list-style-type: none"> • real, oral, computer data or documentary • photographic or video • new evidence which results in reopening an investigation • requirements identified in an evidence guide or evidence matrix |
| <i>Establishing resource requirements may require</i> | <ul style="list-style-type: none"> • an estimate of the costs of gathering evidence |
| <i>Responsible parties may include</i> | <ul style="list-style-type: none"> • suspects • alleged offenders • obligation holders • employers • principal contractors • owners • operators |
| <i>Particulars of responsible parties may include</i> | <ul style="list-style-type: none"> • personal details • identification of assets and entitlements for criminal or civil recovery purposes |
| <i>Authority to search may include</i> | <ul style="list-style-type: none"> • warrant already issued • no requirement for search warrant under powers of enabling legislation • affidavit • confirming the legal basis for the search and seizure • appropriate information to ground a warrant • requirement to obtain search/seizure warrant before proceeding • organisational approval/s to undertake search and seizure • completion/submission of organisational documents relating to planned search and seizure • the need for assistance from other agencies/jurisdictions • referral to other agencies |
| <i>Evidence collection may include</i> | <ul style="list-style-type: none"> • voluntary submission • acquisition through legislative powers • following new lines of inquiry suggested during the process of gathering evidence |

RANGE STATEMENT

- Labelling of evidence may include*
- date
 - time
 - location
 - details of person/s giving the evidence
 - person/s collecting the evidence
- Evidence management may include*
- systematic recording (such as dating and numbering)
 - using written or electronic database systems
 - referral to prosecution organisations at any stage
 - constant reviews during an investigation
 - restricting access to evidence
- Legislation and standards may include*
- relevant Commonwealth/State/Territory legislation and guidelines
 - ethical and conduct standards
 - judicial standards which must be followed in evidence collection to ensure the continuity of possession and admissibility of the evidence
- Expert knowledge and skills may include*
- police, other law enforcement agencies
 - private provider
 - standards setting organisation
 - input such as:
 - search warrant
 - surveillance
 - scientific analysis
- Reports may be*
- to finalise case
 - to inform team members and management
 - to refer to other sections or organisations
 - to prepare for final summation in proceedings
 - edited and security coded for a particular audience

Unit Sector(s)

Not applicable.

Competency field

Competency field Regulatory

SIRXFIN004A Manage financial resources

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to develop and implement financial control systems. It involves controlling cost and budget, maintaining store accounting systems and developing and negotiating budget allocations.

Application of the Unit

Application of the unit This unit requires those with managerial responsibility to maintain accurate accounting systems to successfully negotiate, develop and implement store budgets, and analyse and report on income and expenditure against budget targets according to store policy and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Control costs.	<p>1.1 Implement cost reduction measures according to <i>store policy and procedures.</i></p> <p>1.2 Assess and interpret <i>information</i> on costs and <i>resource</i> allocation.</p> <p>1.3 Actively encourage <i>team members</i> to control costs in their areas of responsibility.</p> <p>1.4 Promptly implement recommendations for improving cost reduction or <i>communicate to relevant personnel.</i></p>
2 Control budget.	<p>2.1 Monitor and maintain expenditure within budget targets according to store policy.</p> <p>2.2 Compare actual income and expenditure to budget targets at regular intervals according to store policy.</p> <p>2.3 Monitor, analyse and compare gross profit and loss figures by department or section and store, with budget targets.</p> <p>2.4 Monitor and analyse net profit figures, including floor space profitability according to budget targets.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>2.5 Monitor and analyse stock turnover figures according to budget targets.</p> <p>2.6 Promptly inform relevant personnel, where potential occurs for budget under or overspend.</p> <p>2.7 Take prompt corrective action where significant deviations from budget occur.</p> <p>2.8 Negotiate necessary changes or allocations to agreed budget in advance of requirement.</p> <p>2.9 Ensure modifications to existing budgets are authorised according to store policy.</p>
3 Propose expenditure.	<p>3.1 Ensure estimates of costs and benefits are supported by valid, relevant information.</p> <p>3.2 Ensure final recommendations are supported by realistic alternatives and contain accurate, clear <i>proposals</i>.</p> <p>3.3 Ensure recommendations clearly indicate net benefits over designated timeframe and related changes in operations.</p> <p>3.4 Clarify contentious issues by further explanation.</p> <p>3.5 Compare estimates to actual costs and benefits to improve future proposals.</p>
4 Maintain store accounting systems.	<p>4.1 Manage and maintain store policy and procedures in regard to <i>record-keeping systems</i>.</p> <p>4.2 Monitor and maintain store systems for recording sales figures, revenue and expenditure.</p> <p>4.3 Monitor and maintain systems for recording and retrieving financial, personnel and payroll information as required by store policy.</p>
5 Prepare store sales budgets.	<p>5.1 Maintain store policy and procedures in regard to preparation of <i>budget or target figures</i>.</p> <p>5.2 Compare, analyse, document and report budget and actual sales revenue and expenditure figures according to budget targets and store policy.</p> <p>5.3 Maintain accurate records on past sales budgets or targets according to store policy.</p>

ELEMENT	PERFORMANCE CRITERIA
	5.4 Present proposed budgets or targets accurately and concisely.
	5.5 Justify variations to proposed targets and report according to store policy.
6 Negotiate budgets.	6.1 Conduct budget negotiations within a set timeframe and in a manner likely to promote good relationships.
	6.2 Ensure budget negotiations reflect the overall store policies and objectives relevant to the manager's area of responsibility.
	6.3 Seek clarification, where areas of uncertainty or disagreement occur.
	6.4 Promptly inform all relevant personnel of budget decisions.
	6.5 Present proposals clearly, concisely, in an appropriate form, and emphasising benefits to store operation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- report presentation
- interpersonal communication skills to:
 - encourage team members to control costs
 - provide information to relevant personnel where potential occurs for budget under or overspend
 - negotiate budgets and provide information on budget decisions through clear and direct communication
 - ask questions to identify and confirm requirements
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- time management
- literacy and numeracy skills in regard to:
 - report writing
 - compilation and analysis of budgetary figures.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - financial management
 - resource utilisation
- store revenue
- capital and overhead costs
- interest rates
- pricing policies, including GST requirements
- cost of stock, materials and equipment
- staffing costs
- operational costs
- principles and techniques in:
 - interpersonal communication
 - monitoring resource utilisation and costs
 - analysing efficiency and effectiveness
 - cost-benefit analysis
 - differential analysis

REQUIRED SKILLS AND KNOWLEDGE

- risk analysis.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- consistently negotiates, develops and implements store budgets according to store policy and procedures
- monitors, analyses and reports on income and expenditure against budgets according to store policy and procedures
- manages and maintains accurate accounting systems according to store policy and procedures
- develops and maintains store policy and procedures in regard to store sales budgets or targets.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- store or sample policy and procedures in regard to financial management
- an accounting system
- budgetary information
- a team involved in budget control.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- research project
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Store policy and procedures in regard to:

- financial management
- reporting mechanisms.

RANGE STATEMENT

Information may include:

- resource utilisation
- capital and overhead costs
- interest rates
- stock, materials and equipment
- staffing levels
- operational costs.

Information may be obtained by:

- direct observation
- written reports
- numerical data.

Resources may include:

- people
- materials
- equipment and technology
- finances
- time.

Team members may include:

- full-time, part-time, casual or contract staff
- people from a range of social, cultural and ethnic backgrounds
- people with varying degrees of language and literacy levels.

Communication may be:

- formal and informal
- with individuals or groups
- written, faxed, emailed or spoken.

Relevant personnel may include:

- relevant managers
- supervisor
- team leader.

RANGE STATEMENT

Proposals may include:

- profitability
- productivity
- quality of service
- environmental impact
- working conditions
- working relationships
- team motivation
- long-term goals
- short-term goals.

Record keeping systems may include:

- manual
- computerised.

Budget or target figures may encompass:

- sales
- cash flow
- net profit
- payroll
- staff expenditure
- capital
- maintenance
- advertising and promotion.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Finance

SIRXINV004A Buy merchandise

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to buy merchandise in a retail environment. It involves analysing the market, planning the product range, establishing supplier relationships, negotiating supply of goods, introducing the product range, maximising profit and rationalising stock.

Application of the Unit

Application of the unit

This unit requires the consistent application of store policy and legislative requirements in regard to market analysis, planning merchandise and service ranges, procurement and rationalisation of stock, maintenance of supplier relations, quality control and staff merchandise training. The team member is required to recognise known and unknown loss and how it affects buying and ordering patterns, and to interpret and apply market trends to the store situation to create opportunities to improve sales and service while maximising profits.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Analyse market.	<p>1.1 Identify and analyse <i>store merchandise and marketing policy and procedures</i>.</p> <p>1.2 Monitor <i>customer requirements</i> formally and informally in order to evaluate market trends and customer needs.</p> <p>1.3 Research new products and services.</p> <p>1.4 Identify, evaluate, implement and review opportunities to improve sales.</p> <p>1.5 Monitor <i>merchandise range</i> to identify the demand for individual items and seasonal variations.</p>

ELEMENT	PERFORMANCE CRITERIA
2 Analyse factors affecting stock levels and range requirements.	1.6 Monitor market competition. 2.1 Apply mathematical calculations to measure analyse and report on existing and potential stock loss and dissipation and its <i>impact on business operations</i> . 2.2 Analyse store or department sales figures to determine contribution rates of product lines. 2.3 Determine store or department space requirements and brand product mix according to store policy. 2.4 Determine future directions for merchandise ranges according to store policy.
3 Plan merchandise ranges.	3.1 Develop and implement buying plan according to outcomes of analysis and store policy. 3.2 Determine future directions for merchandise ranges according to store policy. 3.3 Liaise with <i>relevant personnel</i> to coordinate promotional and marketing activities. 3.4 Analyse store or department sales figures to determine contribution rates of product lines. 3.5 Determine investment levels with reference to previous years' sales figures, predicted demand and projected gross profit. 3.6 Identify and act upon contribution improvement opportunities. 3.7 Determine store or department space requirements and brand product mix according to store policy. 3.8 Determine stock levels according to peak seasons, special events and supplier lead time. 3.9 Analyse, evaluate and amend merchandise range and sources of supply according to management, staff and customer <i>feedback</i> .
4 Establish supplier relations.	4.1 Develop cooperative relationships with supplier representatives according to store policy. 4.2 Continuously review existing suppliers in regard to quality, profitability, service and delivery status. 4.3 Identify new suppliers and delete existing suppliers

ELEMENT	PERFORMANCE CRITERIA
	according to <i>performance indicators</i> .
5 Negotiate supply of goods.	<p>5.1 <i>Negotiate</i> and implement arrangements with suppliers according to store policy and procedures, and communicate to relevant personnel.</p> <p>5.2 Authorise special <i>pricing arrangements</i> and customer payment agreements and communicate to relevant staff and management personnel according to store policy.</p> <p>5.3 Monitor records of suppliers and stock for accuracy and legibility and take appropriate action where necessary.</p> <p>5.4 Identify <i>market factors</i> affecting supply and communicate to relevant personnel.</p> <p>5.5 Convey complete and accurate records of negotiations and agreements to relevant personnel within designated timelines.</p> <p>5.6 Take immediate corrective action where potential or actual problems with supply are indicated.</p> <p>5.7 Identify and develop new suppliers to maintain and improve sales and service delivery.</p> <p>5.8 Analyse, evaluate and amend stock range and source of supply according to management, staff and customer feedback.</p>
6 Monitor quality control.	<p>6.1 Establish merchandise quality standards with suppliers according to <i>legal requirements</i>, customer requirements and store policy.</p> <p>6.2 Monitor and ensure quality of merchandise during supply, manufacture and delivery processes.</p> <p>6.3 Record and analyse stock return figures against target figure.</p>
7 Introduce product ranges.	<p>7.1 Inform relevant personnel of new product ranges and advise on preferred location of merchandise.</p> <p>7.2 Implement <i>staff training</i> in product knowledge to introduce product range.</p> <p>7.3 Demonstrate or display new ranges to <i>staff</i> according to store merchandising plan.</p>

ELEMENT	PERFORMANCE CRITERIA
8 Maximise profit.	<p>8.1 Calculate or estimate individual product range contributions against budget and targets.</p> <p>8.2 Develop and implement product range assessment checks against budget and targets.</p> <p>8.3 Calculate or estimate overall selling space contributions according to store merchandising plan.</p> <p>8.4 Maximise profit margins in negotiations with suppliers.</p> <p>8.5 Determine store pricing policies according to stated net profit margin in store merchandising plan and consumer law.</p> <p>8.6 Negotiate specifications for <i>terms of trade</i>.</p>
9 Rationalise stock.	<p>9.1 Review and update stock range at regular intervals.</p> <p>9.2 Identify stock lines to be <i>deleted</i> and take action to minimise adverse effect on profit.</p> <p>9.3 <i>Consolidate stock</i> as required to maximise sales potential.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- evaluating and analysing:
 - market trends and projections
 - sales figures and investment levels
 - space requirements
- negotiation skills
 - interpersonal communication skills to:
 - liaise with relevant personnel
 - establish supplier relationships, negotiate supply of goods
 - provide information and training on product range
 - provide feedback and coaching through clear and direct communication
 - ask questions to identify and confirm requirements
 - give instructions
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- group presentation skills
- report writing
- using and applying technology, including electronic data interchange
- literacy and numeracy skills in relation to:
 - developing pricing policies
 - calculating and estimating product range contributions
 - calculating the cost of stock loss and dissipation
 - analysing stock figures.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - marketing
 - buying
 - profit margins
 - quality control
 - stock inventory levels: current and future
 - stock location and allocated areas

REQUIRED SKILLS AND KNOWLEDGE

- staff product knowledge training
- industry and store information, including:
 - market needs
 - range of merchandise available
 - market competition
 - existing and possible new suppliers
 - channels of distribution
- relevant legislation and statutory requirements
- relevant industry codes of practice
 - pricing procedures, including GST requirements.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- consistently applies store policy and procedures, industry codes of practice, statutory requirements and regulations in regard to buying, merchandising and marketing practices
- applies market analysis, planning, procurement and rationalisation of stock and merchandise and service ranges, maintenance of supplier relations and quality control
- interprets market trends and applies these to the store situation to create opportunities to improve sales and services, while maximising profits
- analyses market and plans the introduction of a product and service range
- identifies suppliers, negotiates supply of goods, rationalises stock and monitors quality control
- trains and communicates information to and from staff or team members in regard to stock and merchandise and service range.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant information and documentation, including:
 - store policy and procedures
 - legislation and statutory requirements
 - industry codes of practice
 - merchandise and supplier data.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- customer feedback
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Store merchandise and marketing policies may include:

- store culture
- current market position
- target market.

RANGE STATEMENT

Customer requirements may be monitored by:

- questionnaires
- surveys
- observation.

Merchandise range may include:

- existing stock
- new stock.

Impact on business operations may include:

- buying
- ordering patterns
- planning
- budgeting.

Relevant personnel may include:

- frontline staff
- relevant managers
- supervisor
- team leader
- specialist staff.

Feedback may be sought and given:

- verbally
- in writing
- in groups
- individually.

Performance indicators may include:

- price
- quality
- performance
- supply reliability
- merchandise range.

Negotiation process may include:

- face-to-face
- correspondence
- meetings
- telephone or electronic media.

RANGE STATEMENT

Pricing arrangements may include:

- cash on delivery (COD)
- cheque
- credit card
- invoice
- GST.

Market factors may include:

- fashion trends
- product availability
- sales performance.

Legal requirements may include:

- sale of second-hand goods
- Trade Practices and Fair Trading Acts
- licence, patent or copyright arrangements
- pricing procedures, including GST requirements.

Staff training may include:

- on-the-job
- off-the-job
- one-on-one coaching
- any combination of the above.

Staff may include:

- full-time, part-time, casual or contract staff
- people from a range of social, cultural and ethnic backgrounds
- people with varying degrees of language and literacy levels.

Terms of trade may include:

- special buys
- payment terms
- promotional deals with supplier.

RANGE STATEMENT

Stock lines may be *deleted* due to:

- changes in store policy and culture
- sales performance
- customer requirements
- fashion trends
- product availability
- problems with supply.

Methods to *consolidate stock* may include:

- movement of stock between departments or stores.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Inventory

SIRXINV005A Control inventory

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to control inventory in a retail environment. It involves managing receipt, dispatch and storage of merchandise, and managing stock control.

Application of the Unit

Application of the unit This unit requires the team member to operate at a supervisory level to plan, coordinate and implement activities associated with the receipt, dispatch, storage and movement of merchandise, including observing maintenance procedures for storage areas and equipment according to store policy and procedures and relevant legislation.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Manage receipt, dispatch and storage of merchandise.	<p>1.1 Receive, dispatch and store merchandise according to <i>store policy and procedures</i>.</p> <p>1.2 Determine cost-effective and efficient methods for goods movement according to store policy.</p> <p>1.3 Implement maintenance procedures for storage areas and <i>equipment</i> according to store policy.</p>
2 Manage stock control.	<p>2.1 Implement store policy and procedures in regard to <i>stock control</i> and inventories.</p> <p>2.2 Establish and implement store procedures to monitor and control stock levels.</p> <p>2.3 Maintain budgeted stock levels.</p> <p>2.4 Establish and implement stocktaking procedures.</p> <p>2.5 Establish and implement <i>contingency plans</i> in regard to stock delivery times.</p>

ELEMENT

PERFORMANCE CRITERIA

2.6 Document and prepare accurate *reports* on stock inventories.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- store stocktaking systems
- use of electronic recording equipment
- time management
- report preparation and presentation
- literacy and numeracy skills in regard to:
 - stock control reports and documentation
 - processing orders
 - maintaining delivery and supply records
 - stock distribution records
 - maintaining stock recording systems
 - data analysis.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - receipt of goods from suppliers
 - dispatch of goods
 - shrinkage prevention
 - waste controls
 - safety controls
 - secure storage in an appropriate environment
 - equipment used to move stock
- store systems and equipment for stock recording and control
- inventory control
- storage security
- licensing requirements for operating moving equipment (if applicable)
- relevant legislation and statutory requirements
- relevant industry codes of practice
- OHS legislation and codes of practice.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- plans, coordinates and implements activities associated with receipt, dispatch, storage and movement of merchandise according to store policy and procedures, including OHS policies and guidelines
- implements maintenance procedures for storage areas and equipment according to store policy
- plans, coordinates and implements activities associated with stock control, including:
 - monitoring and controlling stock levels
 - establishing and maintaining stocktaking procedures
 - documenting and reporting on inventories according to store policy and procedures.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as:
 - store policy and procedures on inventory control
 - legislation and statutory requirements
 - industry codes of practice
 - OHS legislation and codes of practice
- access to:
 - a stock control system
 - stock control equipment
 - a team.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

RANGE STATEMENT

Store policy and procedures in regard to:

- receipt of goods from suppliers
- dispatch of goods
- shrinkage prevention
- waste controls
- safety controls
- secure storage
- stock control and inventories.

Equipment may include:

- electronic bar coding equipment
- weighing machines
- thermometers
- climate control
- cold storage units
- storage fixtures
- trolley return equipment
- portable data entry
- cutting equipment
- protective clothing.

Stock control may include:

- stocktaking
- monitoring stock levels
- cyclical counts
- minimisation of out-of-date stock
- quality control.

Contingency plans may include:

- breakdowns
- delays
- floods
- breakages.

Reports may include:

- business documents
- informal reports
- stocktake reports.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Inventory

SIRXMGT005A Set strategic plans

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to develop strategic plans.

Application of the Unit

Application of the unit This unit involves setting objectives and targets both long-term and short-term, and developing action plans consistent with the store's overall aims and objectives. Senior management staff are responsible for this function.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Communicate and implement mission statement.	<p>1.1 Communicate <i>mission statement</i> according to store's stated purpose and values.</p> <p>1.2 Interpret mission statement in active consultation with <i>team members and management</i>.</p>
2 Set objectives and targets.	<p>2.1 Develop objectives and targets after active consultation with team members and management according to <i>store policy and procedures</i>.</p> <p>2.2 Ensure <i>strategies and objectives</i> accurately reflect the overall <i>store mission and values</i>.</p> <p>2.3 Ensure strategies and objectives are attainable, cost-efficient and realistic within a designated timeframe and allow for continuous improvement planning.</p> <p>2.4 Ensure strategies and objectives contain sufficient detail to allow development of specific projects.</p>

ELEMENT	PERFORMANCE CRITERIA
	2.5 Clearly acknowledge <i>constraints upon objectives</i> .
3 Develop action plans.	3.1 Develop, evaluate and implement action plans according to store policy and procedures.
	3.2 Ensure action plans contain, clear, comprehensive and concise details.
	3.3 Ensure action plans take account of appropriate operational and other relevant considerations.
	3.4 Ensure proposals identify targets, standards and implementation methods.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- analysing, implementing and evaluating plans
- presenting reports
- consultative processes
- group presentation
- interpersonal communication skills to:
 - interpret and communicate mission statement
 - develop objectives and targets in consultation with team members and management through clear and direct communication
 - ask questions to identify and confirm requirements
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- literacy skills in regard to:
 - documenting strategic plans
 - reading and interpreting information
 - numerical skills in regard to financial and budget planning.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to strategic planning
- store purpose and values
- store mission statement
- internal and external operating environment
- principles and techniques in strategic planning.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- interprets, communicates and implements store's mission statement
- collaboratively develops team objectives reflecting the store's mission statement
- collaboratively develops strategies for achieving team objectives
- collaboratively develops effective action plans to implement strategies, including targets, standards and implementation methods.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as:
 - strategic plans
 - store mission statement
 - store value statement
- information on the internal and external operating environment
- a team.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- research reports
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

EVIDENCE GUIDE

Assessing employability skills Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Mission statements may be:

- formal
- informal
- communicated verbally
- communicated in writing.

Team members and management may include:

- people with varying degrees of language and literacy
- people from a range of cultural, social and ethnic backgrounds
- people with a range of responsibilities and job descriptions.

Store policy and procedures in regard to:

- strategic planning

RANGE STATEMENT

Strategies and objectives may relate to:

- technology
- time management
- standards of work
- quality
- quantity
- human relations, personal development
- legal issues
- internal and external operating environments
- implementation of policy and procedures
- development and communication of ideas
- development of product and service provision
- problem solving
- financial control and accounting
- profits
- management systems
- inventory control
- loss prevention.

Store mission and values may include:

- customer relationships
- supplier relationships
- legal requirements
- OHS
- equal opportunity
- ethics
- employment
- human relations
- training
- environment.

Constraints upon objectives may include:

- internal considerations
- external considerations.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Management and Leadership

SIRXMGT006A Initiate and implement change

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to initiate and implement change in a retail environment.

Application of the Unit

Application of the unit This unit requires the management personnel to identify opportunities for increased sales and service, and to evaluate, negotiate and implement changes consistent with the store's overall aims and objectives.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify opportunities for increased sales and service	<p>1.1 Regularly obtain relevant, reliable <i>information</i> from a variety of sources and analyse with regard to requirements of store operations.</p> <p>1.2 Accurately report information on developments to <i>appropriate personnel</i>.</p> <p>1.3 Use information related to current practices to identify opportunities for growth in sales and service.</p> <p>1.4 Continuously monitor and evaluate operations, and take action to improve where indicated.</p> <p>1.5 Accurately identify obstacles to change and take action to alleviate problems.</p> <p>1.6 Use evaluation of previous development outcomes to identify a range of <i>opportunities for improvement and change</i>.</p>

ELEMENT	PERFORMANCE CRITERIA
2 Evaluate changes.	<p>2.1 Ensure information on current and proposed merchandise and service range and operating systems is complete, accurate and accessible.</p> <p>2.2 Compare advantages and disadvantages of current and proposed operations.</p> <p>2.3 Assess <i>implications</i> of introducing changes using appropriate <i>analysis measures</i>.</p> <p>2.4 Ensure proposed changes take account of previous evaluations.</p> <p>2.5 Communicate recommendations to appropriate people within designated timeframes.</p> <p>2.6 Analyse responses to recommendations and make appropriate alterations.</p>
3 Negotiate changes.	<p>3.1 Promptly communicate information on projected change to appropriate people in sufficient detail for them to evaluate the implications for their areas of responsibility.</p> <p>3.2 Maintain good working relationships during <i>negotiations</i>.</p> <p>3.3 Ensure agreements reached include detailed implementation plans in line with <i>store policy and procedures</i>.</p> <p>3.4 Communicate complete and accurate records of negotiations and agreements to appropriate people.</p> <p>3.5 Where compromise necessary, ensure it is mutually acceptable and in line with store policy.</p> <p>3.6 Convey reasons for non-acceptance of proposals positively to relevant staff.</p> <p>3.7 Encourage relevant people to understand and participate in changes.</p>
4 Implement and evaluate change.	<p>4.1 Communicate relevant details of implementation plans within designated timeframes to appropriate people in a manner and at a level and pace suitable for their needs.</p> <p>4.2 Use resources effectively to meet the requirements of operational changes.</p>

ELEMENT

PERFORMANCE CRITERIA

- 4.3 Monitor operational changes according to implementation plans.
- 4.4 Evaluate outcomes of changes against expectations and previous sales and service records.
- 4.5 Modify implementation process to resolve *problems* if required.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- planning and proposing changes
- consultation skills
- negotiation skills
- evaluating and forecasting
- collecting and organising information
- presentation skills
- interpersonal communication skills to:
 - report information and communicate recommendations
 - negotiate changes and communicate details of implementation plans through clear and direct communication
 - ask questions to identify and confirm requirements
 - share information
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- literacy skills in regard to documenting plans and reports.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - initiating and implementing change
 - applying relevant legislation and organisational rules
- changes to technology and resources
- market needs and marketing opportunities
- resource utilisation and costs
- analysing efficiency and effectiveness
- assessing alternatives in areas of change, including contingency planning
- using financial analysis techniques, including cost and benefit, differential and risk analysis
- quality assurance and control.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- reviews relevant information and identifies opportunities for increased sales and service
- evaluates proposals for changes to merchandise and service range and operating systems
- negotiates for the successful implementation of change
- collaboratively implements changes
- evaluates implemented change against the initial proposal.

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as:
 - store policy and procedures in regard to initiating and implementing change
 - resource utilisation
 - proposals for changes
 - market analysis data
- a team.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

RANGE STATEMENT

Information may be gathered from:

- external sources
- higher-level managers
- subordinates
- colleagues
- specialists
- staff in other departments.

Appropriate personnel may include:

- supervisor and manager
- team members.

Opportunities for improvement and change may include:

- personnel requirements and team composition
- employment and work practices
- work methods and patterns
- cost factors
- nature and availability of services and products
- quality of services and products
- methods to reduce waste
- new equipment and technology
- design of systems.

Implications of change may affect:

- profitability
- productivity
- quality of service and product
- environmental impact
- working conditions
- working relationships
- reactions of individual employees.

Analysis measures may be:

- qualitative
- quantitative.

RANGE STATEMENT

Communication and negotiations may include:

- higher-level managers
- subordinates
- colleagues
- specialists
- staff in other departments
- representatives from external organisations.

Negotiations may be conducted:

- verbally in formal or informal meetings
- by telephone or fax
- written correspondence
- email.

Store policy and procedures in regard to:

- initiating and implementing changes
- communication techniques.

Problems in implementing change may relate to:

- internal considerations
- external considerations.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Management and Leadership

TAEASS401A Plan assessment activities and processes

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.
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Application of the Unit

Application of the unit	<p>This unit typically applies to assessors and workplace supervisors with assessment planning responsibilities; and trainers or other assessors responsible for planning assessment, including RPL.</p> <p>The unit is suitable for those with an existing assessment strategy which documents the overall framework for assessment.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Determine assessment approach	1.1. Identify candidate and confirm <i>purposes and context of assessment/RPL</i> with relevant people according to <i>legal, organisational and ethical requirements</i> 1.2. Identify and access <i>benchmarks for assessment/RPL</i> and any specific assessment guidelines
2. Prepare the assessment plan	2.1. Determine evidence and <i>types of evidence</i> needed to demonstrate competence, according to the <i>rules of evidence</i> 2.2. Select <i>assessment methods</i> which will support the collection of defined evidence, taking into account the context in which the assessment will take place 2.3. Document all aspects of the <i>assessment plan</i> and confirm with relevant personnel
3. Develop assessment instruments	3.1. Develop <i>simple assessment instruments</i> to meet target group needs 3.2. Analyse <i>available assessment instruments</i> for their suitability for use and modify as required 3.3. <i>Map assessment</i> instruments against unit or course requirements 3.4. Write clear instructions for candidate about the use of the instruments 3.5. Trial draft assessment instruments to validate content and applicability, and record outcomes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- cognitive interpretation skills to:
 - interpret competency standards and other assessment documentation, including material relating to reasonable adjustment
 - identify opportunities for integrated competency assessment
 - contextualise competency standards to the operating assessment environment, including RPL
 - consider access and equity needs of diverse candidates
- technology skills to use appropriate equipment and software to communicate effectively with others
- research and evaluation skills to:
 - obtain competency standards, assessment tools and other relevant assessment resources
 - research candidate characteristics and any reasonable adjustment needs
 - evaluate feedback, and determine and implement improvements to processes
- literacy skills to read and interpret relevant information to design and facilitate assessment and recognition processes
- communication skills to discuss assessment, including RPL processes with clients and other assessors
- interpersonal skills to:
 - demonstrate sensitivity to access and equity considerations and candidate diversity
 - promote and implement equity, fairness, validity, reliability and flexibility in planning an assessment processes

Required knowledge

- ethical and legal requirements of an assessor
- competency-based assessment, including:
 - work-focused
 - criterion-referenced
 - standards-based
 - evidence-based
- different purposes of assessment and different assessment contexts, including RPL
- how to read and interpret the identified competency standards as the benchmarks for assessment
- how to contextualise competency standards within relevant guidelines
- four principles of assessment and how they guide the assessment process

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• purpose and features of evidence, and different types of evidence used in competency-based assessments, including RPL• rules of evidence and how they guide evidence collection• different types of assessment methods, including suitability for collecting various types of evidence• assessment tools and their purpose; different types of tools; relevance of different tools for specific evidence-gathering opportunities |
|---|

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must address the scope of this unit and reflect all components of the unit. A range of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • plan and organise the assessment process on a minimum of two occasions • collect evidence that demonstrates: <ul style="list-style-type: none"> • documented assessment plans • having covered a range of assessment events • catering for a number of candidates • different competency standards or accredited curricula • an RPL assessment • contextualisation of competency standards and the selected assessment tools, where required • incorporation of reasonable adjustment strategies • development of simple assessment instruments for use in the process • organisational arrangements.
<p>Context of and specific resources for assessment</p>	<p>Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided.</p> <p>Assessment must ensure access to training products, such as training packages and accredited course documentation.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	<p>For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).</p>

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Purposes of assessment/ RPL</i> may include:</p>	<ul style="list-style-type: none"> • recognising current existing competence of candidates • determining if competence has been achieved following learning • establishing candidate progress towards achievement of competence • determining language, literacy and numeracy needs of candidates • certifying competence through a qualification or Statement of Attainment • licensing or regulatory requirements.
<p><i>Context of assessment/ RPL</i> may include:</p>	<ul style="list-style-type: none"> • environment in which the assessment/RPL will be carried out, including real or simulated workplace • opportunities for collecting evidence in a number of situations • relationships between competency standards and: <ul style="list-style-type: none"> • evidence to support RPL • work activities in the candidate's workplace • learning activities • who carries out the assessment/RPL.
<p><i>Organisational, legal and ethical requirements</i> may include:</p>	<ul style="list-style-type: none"> • assessment system policies and procedures • assessment strategy requirements • reporting, recording and retrieval systems for assessment, including RPL • quality assurance systems • business and performance plans • access and equity policies and procedures • collaborative and partnership arrangements • defined resource parameters • mutual recognition arrangements • industrial relations systems and processes, awards, and enterprise agreements • Australian Quality Training Framework

RANGE STATEMENT	
	<ul style="list-style-type: none"> • registration scope • human resources policies and procedures • legal requirements, including: <ul style="list-style-type: none"> • anti-discrimination • equal employment opportunity • job role, responsibilities and conditions • relevant industry codes of practice • confidentiality and privacy requirements • OHS considerations, including: <ul style="list-style-type: none"> • ensuring OHS requirements are adhered to during the assessment process • identifying and reporting OHS hazards and concerns to relevant personnel.
Benchmarks for assessment/RPL may include:	<ul style="list-style-type: none"> • criterion against which the candidate is assessed or prior learning recognised, which may be: <ul style="list-style-type: none"> • competency standard/unit of competency • assessment criteria of course curricula • performance specifications of an enterprise or industry • product specifications.
Types of evidence may include:	<ul style="list-style-type: none"> • direct • indirect • supplementary.
Rules of evidence ensure that evidence collected is:	<ul style="list-style-type: none"> • valid • sufficient • authentic • reliable.
Assessment methods are the particular techniques used to gather evidence and may include:	<ul style="list-style-type: none"> • direct observation, for example: <ul style="list-style-type: none"> • real work/real time activities at the workplace • work activities in a simulated workplace environment • structured activities, for example: <ul style="list-style-type: none"> • simulation exercises and role-plays • projects • presentations • activity sheets • questioning, for example: <ul style="list-style-type: none"> • written questions, e.g. on a computer • interviews

RANGE STATEMENT	
	<ul style="list-style-type: none"> • self-assessment • verbal questioning • questionnaires • oral or written examinations (applicable at higher AQF levels) • portfolios of evidence, for example: <ul style="list-style-type: none"> • collection of work samples compiled by candidate • product with supporting documentation • historical evidence • journal or log book • information about life experience • review of products, for example: <ul style="list-style-type: none"> • testimonials and reports from employers and supervisors • evidence of training • authenticated prior achievements • interview with employer, supervisor, or peer.
<i>Assessment plan</i> may include:	<ul style="list-style-type: none"> • overall planning document describing: <ul style="list-style-type: none"> • what is to be assessed • when assessment is to take place • where assessment is to take place • how assessment is to take place.
<i>Simple assessment instruments</i> may include:	<ul style="list-style-type: none"> • instruments developed by an assessor as part of formative or summative assessment activities, including: <ul style="list-style-type: none"> • profiles of acceptable performance measures • templates and proformas • specific questions or activities • evidence and observation checklists • checklists for the evaluation of work samples • recognition portfolios • candidate self-assessment materials • instruments developed elsewhere that have been modified by the assessor for use with a particular client group.
<i>Available assessment instruments</i> may include:	<ul style="list-style-type: none"> • commercially available instruments • those created by others inside the registered training organisation.

RANGE STATEMENT**Map assessment** means:

- showing a clear relationship between the evidence and the requirements of the unit.

Unit Sector(s)**Unit sector**

Assessment

Competency field**Competency field****Co-requisite units****Co-requisite units**

TAEASS402A Assess competence

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.
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Application of the Unit

Application of the unit	This unit typically applies to assessors.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for assessment	1.1. Interpret <i>assessment plan</i> and confirm organisational, legal and ethical requirements for conducting assessment with relevant people 1.2. Access and interpret relevant <i>benchmarks for assessment</i> and nominated <i>assessment tools</i> to confirm the requirements for evidence to be collected 1.3. Arrange identified material and physical resource requirements according to assessment system policies and procedures 1.4. Organise <i>specialist support</i> required for assessment 1.5. Explain, discuss and agree details of the assessment plan with candidate
2. Gather quality evidence	2.1. Use agreed <i>assessment methods</i> and tools to gather, organise and document evidence in a format suitable for determining competence 2.2. Apply the principles of assessment and rules of evidence in gathering quality evidence 2.3. Determine opportunities for evidence gathering in actual or simulated activities through consultation with the candidate and relevant personnel 2.4. Determine opportunities for integrated assessment activities and document any changes to assessment instruments where required
3. Support the candidate	3.1. Guide candidates in gathering their own evidence to support recognition of prior learning (RPL) 3.2. Use appropriate communication and interpersonal skills to develop a professional relationship with the candidate that reflects sensitivity to <i>individual differences</i> and enables two-way <i>feedback</i> 3.3. Make decisions on reasonable adjustments with the candidate, based on candidate's needs and characteristics 3.4. Access required specialist support in accordance with the assessment plan 3.5. Address any OHS risk to person or equipment immediately
4. Make the assessment decision	4.1. Examine collected evidence and evaluate it to ensure that it reflects the evidence required to demonstrate competence 4.2. Use judgement to infer whether competence has

ELEMENT	PERFORMANCE CRITERIA
	<p>been demonstrated, based on the available evidence</p> <p>4.3. Make assessment decision in line with agreed assessment procedures and according to agreed assessment plan</p> <p>4.4. Provide clear and constructive feedback to candidate regarding the assessment decision and develop any follow-up action plan required</p>
5. Record and report the assessment decision	<p>5.1. Record assessment outcomes promptly and accurately</p> <p>5.2. Complete and process an assessment report according to agreed assessment procedures</p> <p>5.3. Inform other relevant parties of the assessment decision according to confidentiality conventions</p>
6. Review the assessment process	<p>6.1. Review the assessment process in <i>consultation</i> with relevant people to improve own future practice</p> <p>6.2. Document and record the review according to relevant assessment system policies and procedures</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analysis and interpretation skills to:
 - break down competency standards
 - interpret assessment tools and other assessment information, including those used in RPL
 - identify candidate needs
 - make judgements based on assessment of available evidence
- observation skills to:
 - recognise candidate's prior learning
 - determine candidate's performance
 - identify when candidate may need assistance during the assessment processes
- research and evaluation skills to:
 - access required human and material resources for assessment
 - access assessment system policies and procedures
 - access RPL policies and procedures
 - evaluate evidence
 - evaluate assessment process
- cognitive skills to:
 - weigh up the evidence and make a judgement
 - consider and recommend reasonable adjustments
- decision-making skills to:
 - recognise a candidate's prior learning
 - make a decision on a candidate's competence
- literacy skills to:
 - read and interpret relevant information to conduct assessment
 - prepare required documentation and records or reports of assessment outcomes in required format
- communication and interpersonal skills to:
 - explain the assessment, including RPL process
 - give clear and precise instructions
 - ask effective questions
 - provide clarification
 - discuss process with other relevant people
 - give appropriate feedback
 - discuss assessment outcome

REQUIRED SKILLS AND KNOWLEDGE

- use language appropriate to candidate and assessment environment
- establish a working relationship with candidate

Required knowledge

- competency-based assessment, including:
 - vocational education and training as a competency-based system
 - criterion-referenced assessment as distinct from norm-referenced assessment
 - competency standards as the basis of qualifications
 - structure and application of competency standards
 - principles of assessment and how they are applied
 - rules of evidence and how they are applied
 - range of assessment purposes and assessment contexts, including RPL
 - different assessment methods, including suitability for gathering various types of evidence, suitability for content of units, and resource requirements and associated costs
 - reasonable adjustments and when they are applicable
 - types and forms of evidence, including assessment tools that are relevant to gathering different types of evidence used in competency-based assessment, including RPL
 - potential barriers and processes relating to assessment tools and methods
 - assessment system, including policies and procedures established by the industry, organisation or training authority
- RPL policies and procedures established by the organisation
- cultural sensitivity and equity considerations
- relevant policy, legislation, codes of practice and national standards, including commonwealth and state or territory legislation that may affect training and assessment in the vocational education and training sector, such as:
 - copyright and privacy laws in terms of electronic technology
 - security of information
 - plagiarism
 - training packages and competency standards
 - licensing requirements
 - industry and workplace requirements
 - duty of care under common law
 - recording information and confidentiality requirements
 - anti-discrimination, including equal employment opportunity, racial vilification and disability discrimination
 - workplace relations
 - industrial awards and enterprise agreements
- OHS responsibilities associated with assessing competence, such as:

REQUIRED SKILLS AND KNOWLEDGE

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| <ul style="list-style-type: none">• requirements for reporting hazards and incidents• emergency procedures• procedures for use of relevant personal protective equipment• safe use and maintenance of relevant equipment• sources of OHS information |
|--|

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must address the scope of this unit and reflect all components of the unit. Arrange of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • assess competence of a number of candidates within the vocational education and training context against different units of competency or accredited curricula, following the relevant assessment plan • assess at least one candidate for RPL • consider reasonable adjustment and the reasons for decisions in at least one assessment • cover an entire unit of competency and show: <ul style="list-style-type: none"> • the application of different assessment methods and tools involving a range of assessment activities and events • two-way communication and feedback • how judgement was exercised in making the assessment decision • how and when assessment outcomes were recorded and reported • assessment records and reports completed in accordance with assessment system and organisational, legal and ethical requirements • how the assessment process was reviewed.
Context of and specific resources for assessment	Evidence must be gathered in the workplace whenever possible. Where no workplace is available, a simulated workplace must be provided.
Method of assessment	
Guidance information for assessment	For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><i>Assessment plan</i> may include:</p>	<ul style="list-style-type: none"> • overall planning, describing: <ul style="list-style-type: none"> • what is to be assessed • when assessment is to take place • where assessment is to take place • how assessment is to take place.
<p><i>Benchmarks for assessment:</i></p>	<ul style="list-style-type: none"> • refer to a criterion against which the candidate is assessed • may be a competency standard/unit of competency, assessment criteria of course curricula, performance specifications, or product specifications.
<p><i>Assessment tools</i> may include:</p>	<ul style="list-style-type: none"> • both the instrument and the procedures for gathering and interpreting evidence in accordance with designated assessment methods • instruments to be used for gathering evidence, such as: <ul style="list-style-type: none"> • profile of acceptable performance measures • templates and proformas • specific questions or activities • evidence and observation checklists • checklists for evaluating work samples • candidate self-assessment materials • procedures, information and instructions for the assessor and candidate relating to the use of assessment instruments and assessment conditions.
<p><i>Specialist support</i> may include:</p>	<ul style="list-style-type: none"> • assistance by third party, such as carer or interpreter • support from specialist educator • provision of developed online assessment activities • support for remote or isolated candidates and assessors • support from subject matter or safety experts • advice from regulatory authorities • assessment teams and panels • support from lead assessors • advice from policy development experts.

RANGE STATEMENT	
<i>Assessment methods</i> include:	<ul style="list-style-type: none"> • particular techniques used to gather different types of evidence, such as: <ul style="list-style-type: none"> • direct observation • structured activities • oral or written questioning • portfolios of evidence • review of products • third-party feedback.
<i>Individual differences</i> may include:	<ul style="list-style-type: none"> • English language, literacy and numeracy barriers • physical impairment or disability • intellectual impairment or disability • medical condition that may impact on assessment, such as arthritis, epilepsy, diabetes and asthma • learning difficulties • mental or psychological disability • religious and spiritual observances • cultural images and perceptions • age • gender.
<i>Feedback</i> may include:	<ul style="list-style-type: none"> • ensuring assessment/RPL process is understood • ensuring candidate concerns are addressed • enabling questions and answers • confirming outcomes • identifying further evidence to be provided • discussing action plans • confirming gap training needed • providing information regarding available appeal processes • suggesting improvements in evidence gathering and presentation.
<i>Consultation</i> may involve:	<ul style="list-style-type: none"> • moderation with other assessors, or training and assessment coordinators • discussions with client, team leaders, managers, RPL coordinators, supervisors, coaches and mentors • technical and subject experts • English language, literacy and numeracy experts.

Unit Sector(s)

Unit sector	Assessment
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

TAEDEL301A Provide work skill instruction

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.
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Application of the Unit

Application of the unit	This unit supports a wide range of applications across any workplace setting and so can be used by any organisation. Its use is not restricted to training organisations.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Organise instruction and demonstration	1.1. Gather information about <i>learner characteristics</i> and learning needs 1.2. Confirm a <i>safe learning environment</i> 1.3. Gather and check <i>instruction and demonstration objectives</i> and seek assistance if required 1.4. Access and review relevant <i>learning resources</i> and <i>learning materials</i> for suitability and relevance, and seek assistance to interpret the contextual application 1.5. Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6. Notify learners of <i>details</i> regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1. Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2. Follow the learning program and/or delivery plan to cover all learning objectives 2.3. Brief learners on any <i>OHS procedures</i> and requirements prior to and during training 2.4. Use <i>delivery techniques</i> to structure, pace and enhance learning 2.5. Apply <i>coaching</i> techniques to assist learning 2.6. Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7. Provide opportunities for practice during instruction and through work activities 2.8. Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1. Use <i>measures</i> to ensure learners are acquiring and can use new technical and generic skills and knowledge 3.2. Monitor learner progress and outcomes in consultation with learner 3.3. Review relationship between the trainer/coach and the learner and adjust to suit learner needs
4. Review personal training performance and finalise documentation	4.1. Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2. Maintain, store and secure learner records according

ELEMENT	PERFORMANCE CRITERIA
	to organisational and legal requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- verbal and non-verbal communication techniques, such as:
 - asking relevant and appropriate questions
 - providing explanations
 - demonstrating
 - using listening skills
 - providing information clearly
- safety skills to implement OHS requirements, by acting and responding safely in order to:
 - identify hazards
 - conduct prestart-up checks if required
 - observe and interpret learner behaviour that may put people at risk
- time-management, skills to:
 - ensure all learning objectives are covered
 - pace learning
- reflection skills in order to:
 - identify areas for improvement
 - maintain personal skill development
- literacy skills to:
 - complete and maintain documentation
 - read and follow learning programs and plans
 - read and analyse learner information
- technology skills to operate audio-visual and technical equipment
- interpersonal skills to:
 - engage, motivate and connect with learners
 - provide constructive feedback
 - maintain appropriate relationships
 - establish trust
 - use appropriate body language
 - maintain humour
 - demonstrate tolerance
 - manage a group
 - recognise and be sensitive to individual difference and diversity
- observation skills to:
 - monitor learner acquisition of new skills, knowledge and competency

REQUIRED SKILLS AND KNOWLEDGE

requirements

- assess learner communication and skills in interacting with others
- identify learner concerns
- recognise learner readiness to take on new skills and tasks

Required knowledge

- learner characteristics and needs
- content and requirements of the relevant learning program and/or delivery plan
- sources and availability of relevant learning resources and learning materials
- content of learning resources and learning materials
- training techniques that enhance learning and when to use them
- introductory knowledge of learning principles and learning styles
- key OHS issues in the learning environment, including:
 - roles and responsibilities of key personnel
 - responsibilities of learners
 - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
 - risk controls for the specific learning environment

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must address the scope of this unit and reflect all components of the unit. A range of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • carry out a minimum of three training sessions, involving demonstrating and instructing particular work skills for different groups; with each session addressing: <ul style="list-style-type: none"> • different learning objectives • a range of techniques and effective communication skills appropriate to the audience.
<p>Context of and specific resources for assessment</p>	<p>Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided.</p>
<p>Method of assessment</p>	
<p>Guidance information for assessment</p>	<p>For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Learner characteristics</i> may include:</p>	<ul style="list-style-type: none"> • language, literacy and numeracy levels • learning styles • past learning and work experiences • specific needs • workplace culture.
<p><i>Safe learning environment</i> may include:</p>	<ul style="list-style-type: none"> • exit requirements • personal protective equipment • safe access • safe use of equipment.
<p><i>Instruction and demonstration objectives</i> may include:</p>	<ul style="list-style-type: none"> • competencies to be achieved • generic and technical skills, which may be: <ul style="list-style-type: none"> • provided by the organisation • developed by a colleague • individual or group objectives • learning outcomes.
<p><i>Learning resources</i> may include:</p>	<ul style="list-style-type: none"> • any material used to support learning, such as: <ul style="list-style-type: none"> • learner and user guides • trainer and facilitator guides • example training programs • specific case studies • professional development materials • assessment materials • a variety of formats • those produced locally • those acquired from other sources.
<p><i>Learning materials</i> may include:</p>	<ul style="list-style-type: none"> • handouts for learners • materials sourced from the workplace, e.g. workplace documentation, operating procedures, and specifications.
<p><i>Details</i> may include:</p>	<ul style="list-style-type: none"> • location and time • outcomes of instruction or demonstration

RANGE STATEMENT	
	<ul style="list-style-type: none"> • reason for instruction or demonstration • who will be attending instruction session.
<i>OHS procedures</i> may include:	<ul style="list-style-type: none"> • emergency procedures • hazards and their means of control • incident reporting • use of personal protective equipment • safe work practices • safety briefings • site-specific safety rules.
<i>Delivery techniques</i> may include:	<ul style="list-style-type: none"> • coaching • demonstration • explanation • group or pair work • providing opportunities to practise skills and solve problems • questions and answers.
<i>Coaching</i> may include:	<ul style="list-style-type: none"> • learning arrangements requiring immediate interaction and feedback • on-the-job instruction and 'buddy' systems • relationships targeting enhanced performance • short-term learning arrangements • working on a one-to-one basis.
<i>Measures</i> may include:	<ul style="list-style-type: none"> • informal review or discussion • learner survey • on-the-job observation • review of peer coaching arrangements.

Unit Sector(s)

Unit sector	Delivery and facilitation
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		

TLIA2009A Complete and check import/export documentation

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to complete and or evaluate import and export documentation, and check documentation in accordance with the requirements of Customs and related legislation and workplace procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant Customs and related legislation and workplace requirements concerning the completion and checking of import/export documentation.

Work is performed under some supervision generally within a team environment. Work is undertaken in a range of environments including small to large worksites in the customs broking and freight forwarding industries.

This unit is normally packaged at AQF II or above.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Identify procedures required for documentation for import/export of goods	1.1 Documents required for import/export of goods are identified 1.2 Required documents are sourced 1.3 Content requirements for each section of the documentation are applied 1.4 Timelines for completion of documents are identified and noted 1.5 Requirements for permits and other documentation (e.g. Quarantine) are identified and implications noted 1.6 Procedures for obtaining clearances including AUTHORITY TO DEAL, Delivered into Home Consumption authorisation and Export Declaration Numbers (EDN) are identified and followed in accordance with the requirements of Customs and related legislation and workplace procedures 1.7 Letters of credit are identified and implications of each noted 1.8 Assistance is sought as required in identifying required documents and to commence process of assessing or completing these documents 1.9 Lodge all documentation if required by legislation (e.g. CITES)
2 Complete documentation to meet legislative and workplace requirements	2.1 Content requirements for each section of the documentation are identified and applied in accordance with the requirements of Customs and related legislation and workplace procedures 2.2 Workplace procedures for authorisations are followed 2.3 Data entry for documents are completed 2.4 Problems arising in completing required documents are identified and assistance sought to resolve these in accordance with the requirements of Customs and related legislation and workplace procedures 2.5 Actions are taken to meet deadlines 2.6 Assistance is sought as required in completing required documents
3 Check documentation to ensure it meets legislative requirements	3.1 Documents are collated and checked before forwarding to supervisor, manager or more senior personnel for checking within designated timelines in accordance with the requirements of Customs and related legislation and workplace procedures 3.2 Declarations are checked to ensure they meet the requirements of Customs and related legislation and workplace procedures 3.3 Letters of credit are checked to ensure they meet commercial, transport and overseas requirements 3.4 Dangerous goods documentation is checked in accordance with the requirements of Customs and related legislation and workplace procedures

ELEMENT	PERFORMANCE CRITERIA
	3.5 Any revisions to documents are finalised and rechecked by self and supervisor, manager or more senior personnel prior to lodgement
4 Lodge documentation for processing	4.1 Documents are forwarded to relevant personnel in accordance with the requirements of Customs and related legislation and workplace procedures
	4.2 Documents are filed, stored and retained in accordance with the requirements of Customs and related legislation and workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Australian and international standards, codes and regulations relevant to the import and export of cargo and freight
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the completion of import and export documentation
- Focus of operation of work systems, equipment, management and site operating systems for completing import/export cargo and freight documentation
- Problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve the problems
- The Customs Act 1901 and related legislation
- Documentation requirements for the import and export of cargo and freight

Required skills:

- Communicate effectively with others when completing import and export documentation
- Read and comprehend simple statements in English
- Read and interpret instructions, procedures and labels relevant to the import and export of cargo and freight
- Complete and/or assess accuracy of import and export documentation
- Work collaboratively with others when completing import and export documentation
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems when completing and/or assessing

Required skills:

- import and export documentation in accordance with regulatory requirements and workplace procedures
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use relevant communications, computing and office equipment when completing import and export documentation

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of:
 - identifying procedures required for documentation for import/export of goods
 - completing and checking documentation and records to meet relevant Customs legislation and related legislation and workplace requirements
 - providing customer/client service and work effectively with others
 - selecting and using appropriate workplace colloquial and technical language and communication technologies in the workplace context

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is

EVIDENCE GUIDE

- required to:
- relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- Method of assessment**
- Assessment of this unit must be undertaken by a registered training organisation
 - As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
 - Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- Work may be conducted in:
- a range of work environments
 - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Work may be conducted in:
- limited or restricted spaces
 - exposed conditions
 - controlled or open environments
- Cargo may include:
- goods with specialist requirements, including temperature controlled goods and dangerous goods
 - personal effects
 - consignments imported/exported by parcels post
 - consignments imported/exported by air freight
 - consignments imported/exported by sea freight
 - wildlife or wildlife products (living or non-living)
 - goods with specialist requirements, including temperature controlled goods and dangerous goods

RANGE STATEMENT

Hazards in the work area may include exposure to:

- chemicals
- dangerous or hazardous substances
- movements of equipment, goods and materials

Consultative processes may involve:

- other employees and supervisors
- suppliers, customers and clients
- relevant authorities and institutions
- management and union representatives
- industrial relations and OH&S specialists
- other maintenance, professional or technical staff

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- fax
- email
- internet
- radio
- oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Information/documents may include:

- goods identification numbers and codes
- manifests, barcodes, and container identification/serial number
- relevant Customs legislation, related legislation including quarantine legislation, environment and conservation legislation and Australian and international codes of practice and regulations relevant to import/export of cargo
- Australian and international standards, regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- dangerous goods declarations and material safety data sheets (MSDSs) (where applicable)
- packing declaration
- timber treatment certificates
- cleanliness certificate
- handling instructions for cargo (especially for dangerous goods or temperature controlled goods)
- commercial invoices
- packing lists
- air waybill (AWB)
- certificates of origin

RANGE STATEMENT

Applicable regulations and legislation may include:

- bills of lading (B/L) or sea waybills
- certificates of marine insurance, other insurance certificates
- quarantine treatment certificate
- transportation and warehousing instructions
- permits from regulatory bodies (Australian and international)
- financial documentation
- other documents specific to goods, country of origin/destination
- operations manuals, job specifications and induction documentation
- manufacturers specifications for equipment
- workplace procedures and policies
- supplier and/or client instructions
- award, enterprise bargaining agreement, other industrial arrangements
- relevant Australian Standards and certification requirements
- quality assurance procedures
- emergency procedures
- relevant Customs and related legislation, including taxation legislation
- relevant standards and codes for the import/export of cargo
- quarantine legislation
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:
 - Australian and International Dangerous Goods Codes
 - Australian Marine Orders and the International Maritime Dangerous Goods Code
 - IATA Dangerous Goods by Air regulations
 - Australian and International Explosives Codes
- workplace relations regulations
- equal opportunity legislation
- equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field A - Handling Cargo/Stock

TLID2013A Move materials mechanically using automated equipment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to move materials mechanically using automated equipment such as automatic guided vehicles, tow motors, high level order pickers, conveyor systems, and mechanised pallet movers. This includes selecting appropriate mechanical moving equipment (where relevant), moving materials/goods in accordance with operational requirements, checking condition of materials/goods and completing all required documentation. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant OH&S regulations concerning the movement of materials mechanically using automated equipment.

Work is performed under limited or minimum supervision. It involves the application of the basic principles and routine procedures for the safe movement of materials mechanically using automated equipment.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Select load moving equipment	<p>1.1 The mechanised handling equipment, the route to be taken and procedures to be used are selected appropriate to the characteristics of the goods</p> <p>1.2 Dangerous goods and hazardous materials are identified and handled in accordance with codes of practice, OH&S requirements and workplace procedures</p>
2 Move goods	<p>2.1 Goods are moved using the selected materials handling equipment in accordance with occupational health and safety regulations, manufacturers instructions and company procedures</p> <p>2.2 Problems in the movement of goods and materials using the automated equipment are identified and are reported in accordance with workplace procedures</p>
3 Check goods and complete documentation	<p>3.1 Moved goods are inspected for possible damage during transit/movement and appropriate action is taken</p> <p>3.2 All required documentation is completed for the tracking of the moved goods in accordance with company requirements</p>

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Regulations relevant to the use of automated equipment to move materials mechanically
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the use of automated equipment to move materials mechanically
- Focus of operation of work systems, equipment, management and site operating systems for the use of automated equipment to move materials mechanically
- The purpose, characteristics, capabilities, requirements and limitations of the automated materials moving equipment
- Problems that may occur during the use of automated equipment to move materials mechanically and appropriate action that can be taken to resolve the problems
- Risks when using automated equipment to move materials and related precautions to control the risks
- Documentation and record requirements

REQUIRED KNOWLEDGE AND SKILLS

- Housekeeping standards procedures required in the workplace
- Site layout and obstacles

Required skills:

- Communicate effectively with others when using automated equipment to move materials mechanically
- Read and interpret instructions, procedures, information and signs relevant to the use of automated equipment to move materials mechanically
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the use of automated equipment to move materials mechanically
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when using automated equipment to move materials mechanically
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may arise when using automated equipment to move materials mechanically in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unplanned events
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards
- Monitor performance of automated equipment and take appropriate action where required
- Ensure servicing of automated equipment in terms of maintenance schedule and standard operating procedures
- Check and replenish fluids (where applicable) and carry out lubrication processes in the course of work activities

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

- The operations may be conducted:
- in a range of work environments
 - by day or night
 - in a range of typical weather conditions
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Work may be conducted in:
- restricted spaces
 - exposed conditions
 - controlled or open environments
- Mechanised equipment may include a range of goods and materials handling equipment such as:
- automatic guided vehicle
 - tow motors
 - high level order picker
 - conveyor system
 - mechanised pallet mover
- Personal protective equipment may include:
- gloves
 - safety headwear and footwear
 - safety glasses
 - two-way radios
 - high visibility clothing
- Hazards in the work area may include exposure to:
- chemicals
 - dangerous or hazardous substances
 - movements of equipment, goods and materials
 - moving and rotating equipment and vehicles
- Personnel in the work area may include:
- workplace personnel
 - site visitors
 - contractors
 - official representatives
- Communication in the work area may include:
- phone
 - electronic data interchange
 - fax
 - email
 - internet
 - radio
 - oral, aural or signed communications
- Depending on the type of organisation concerned and the local terminology used, workplace
- company procedures
 - enterprise procedures
 - organisational procedures

RANGE STATEMENT

procedures may include:

- established procedures

Information/documents may include:

- goods identification numbers and codes
- manifests, bar codes, goods and container identification
- manufacturers instructions concerning the use and servicing of automated mechanical equipment
- workplace procedures and policies
- supplier and/or client instructions
- material safety data sheets
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- relevant legislation, regulations and related documentation
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- ADG Code and regulations

Applicable regulations and legislation may include:

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

D - Load Handling

SIRXCLM002A Manage store facilities

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to manage store facilities in a retail environment. It involves the management of the store maintenance and housekeeping program, negotiating and monitoring maintenance contracts and identifying and locating facilities requirements.

Application of the Unit

Application of the unit This unit requires the team member to apply store policies and relevant legislation to the planning, coordination and implementation of activities associated with monitoring and maintaining premises, fittings, fixtures and equipment in a retail environment. Those with some managerial responsibility undertake this role.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Manage store maintenance program.	<p>1.1 Monitor and maintain premises, fittings, fixtures and equipment according to <i>store policy and procedures</i> and <i>relevant legislation</i>.</p> <p>1.2 Identify deficiencies in store maintenance procedures and take remedial action as required.</p> <p>1.3 Obtain <i>expert or specialist advice</i> as required according to store policy.</p> <p>1.4 Initiate contingency plan in the event of maintenance problems.</p>
2 Manage retail equipment maintenance.	<p>2.1 Develop and implement policy and procedures to ensure <i>retail equipment</i> is maintained according to store policy.</p> <p>2.2 Monitor and implement maintenance program for retail</p>

ELEMENT	PERFORMANCE CRITERIA
	equipment according to manufacturer design specifications and store policy.
	2.3 Identify and rectify equipment faults where possible, without undue delay.
	2.4 Report equipment faults or failures according to service agreements and store policy.
3 Negotiate maintenance contracts.	3.1 Negotiate maintenance contracts with contractors and suppliers according to store policy and procedures.
	3.2 Negotiate and implement contract terms and conditions to maximise benefits for the store, and communicate to relevant personnel .
	3.3 Monitor maintenance procedures to ensure products and tasks meet contract specifications.
4 Identify facilities and space requirements.	4.1 Identify facilities and space requirements according to store policy and budget requirements.
	4.2 Locate suitable facilities and space.
	4.3 Maximise space utilisation, with consideration to existing configuration.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- record maintenance
- negotiation skills
- interpersonal communication skills to:
 - obtain expert or specialist advice
 - report faults
 - negotiate contracts and communicate contracts to staff through clear and direct communication
 - ask questions to identify and confirm requirements
 - share information
 - ensure listening and understanding
 - use language and concepts appropriate to cultural differences
 - use and interpreting non-verbal communication
- literacy skills in regard to:
 - developing, documenting and recording procedures
 - reading and interpreting manufacturer instructions
- numeracy skills in regard to:
 - accounting and recording data
 - estimating measurements and volumes
 - working within a budget.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - maintenance of store facilities
 - maintenance of retail equipment
- maintenance contract terms and options
- contract specifications
- relevant legislation and statutory requirements
- relevant industry codes of practice
- OHS legislation and codes of practice
- food safety legislation and regulations
- principles and techniques in:
 - monitoring performance of contracts

REQUIRED SKILLS AND KNOWLEDGE

- negotiating, in particular contract negotiation
- interpersonal communication.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- plans, coordinates and implements activities associated with monitoring and maintaining premises, fittings, fixtures and equipment according to store policy and procedures
- initiates contingency plans in response to maintenance problems as required
- proactively negotiates, monitors and implements maintenance contracts according to store policy and procedures
- identifies and utilises space and facilities to maximise space utilisation
- evaluates and reports on effectiveness of maintenance contracts.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as:
 - maintenance contracts
 - store policy and procedures on maintenance of facilities, contract negotiation
 - relevant legislation and statutory requirements
 - industry codes of practice
 - OHS legislation and codes of practice
- a team
- equipment and technology.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- case study or research report
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Store policy and procedures in regard to:

- store maintenance
- facilities management
- reporting mechanisms
- OHS
- food safety.

Relevant legislation may include:

- federal, state or territory and local legislation
- food safety regulations
- OHS.

Expert or specialist advice may be sought:

- internally
- externally.

Retail equipment may include:

- point-of-sale terminals
- EFTPOS terminals
- computers, scanners and printers
- pricing equipment
- electronic bar coding equipment
- portable data entry
- electronic ordering equipment
- wrapping and packing equipment
- equipment for carrying or moving merchandise
- equipment for storage of merchandise, including refrigerators
- weighing machines
- thermometers
- security tag systems
- trolley return equipment
- fixtures and fittings
- food preparation equipment.

RANGE STATEMENT

Faults may be *reported*:

- verbally
- in writing
- by email
- to service personnel
- to contractors
- to relevant managers
- to supervisor.

Contracts may be negotiated:

- externally
- internally.

Contracts may involve:

- quality standards
- building maintenance services
- cleaning
- security
- electrical services
- plumbing services
- equipment maintenance.

Relevant personnel may include:

- managers
- supervisors
- specialist staff.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Cleaning and Maintenance

BSBMKG414B Undertake marketing activities

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit that covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>The unit applies to people with no previous experience in marketing. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Research marketing information	1.1. Research the concept of marketing as it applies to the organisation 1.2. Identify and analyse organisation's marketing plan and relevant policies and procedures 1.3. Identify <i>need for marketing activities</i> from the established marketing plan 1.4. Investigate previous marketing activities for relevant information 1.5. Identify profile of the market segment 1.6. Identify positioning and market mix for each target segment 1.7. Identify <i>outcomes</i> expected from marketing activities
2. Plan marketing activities	2.1. Undertake <i>analysis</i> of collected basic marketing information 2.2. Develop and document <i>work activity plans</i> for marketing activities 2.3. Obtain approval of plans from <i>relevant enterprise personnel</i>
3. Implement marketing activities	3.1. Determine and access <i>resources</i> required for work activities 3.2. Undertake marketing activities within job role 3.3. Assist with assigning responsibilities and functions to <i>relevant personnel</i> performing specific marketing functions 3.4. Monitor marketing activities, and review and amend activity plan as required
4. Review marketing activities	4.1. Measure and record outcomes of marketing activities 4.2. Review marketing activities against expected outcomes and record identified improvements 4.3. Prepare reports of marketing activities and communicate to relevant enterprise personnel

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- learning skills to:
 - select and use appropriate research methods
 - review and learn from marketing activities to contribute to the organisation's marketing operations
- literacy skills to:
 - prepare general information and papers for a target audience
 - read a variety of texts
 - write formal and informal letters
- planning and organising skills to develop implementation schedules
- problem-solving skills to address issues that may affect plans and their implementation
- research skills to:
 - research the concept of marketing
 - identify profile of marketing segment

Required knowledge

- basic foundations of marketing practices:
 - concept of marketing
 - marketing planning process
 - marketing mix
 - segmentation
 - targeting and positioning
- key provisions of relevant legislation and industry-specific regulations that may affect aspects of marketing, such as:
 - anti-discrimination legislation
 - codes of practice
 - competition legislation
 - consumer legislation
 - environmental issues
 - ethical principles
 - OHS legislation
 - privacy legislation
 - trade practices legislation
- organisational policies and procedures relating to marketing

REQUIRED SKILLS AND KNOWLEDGE

- specific product knowledge related to products and services being marketed

Evidence Guide**EVIDENCE GUIDE**

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- research into the foundations of marketing practice and how they apply to an organisation
- planning and implementing marketing activities
- reviewing the effectiveness of the marketing plan
- recording the activities and processes worked with.

Context of and specific resources for assessment

Assessment must ensure:

- access to a workplace or simulated work environment
- access to office equipment and resources
- examples of products or services to be marketed
- examples of marketing plans, policies and procedures.

Method of assessment

The following assessment methods are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate
- review of work activity plans for marketing activities
- analysis of responses to case studies and scenarios
- observation of presentations
- oral or written questioning to assess knowledge of marketing techniques and strategies
- analysis of documentation outlining the outcomes of marketing activities
- review of marketing activity reports.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Need</i> may be determined by:</p>	<ul style="list-style-type: none"> • analysis of sales figures and other performance data • analysis of client information • direction from relevant enterprise personnel • development of new products and services.
<p><i>Marketing activities</i> may include:</p>	<ul style="list-style-type: none"> • attendance at trade shows, conferences and other events • basic advertising • development and distribution of general promotional and informational materials • development and distribution of samples, case studies, testimonials and other evidence of enterprise activity • development of displays and signs • development of media releases, articles and media background information • information sessions for clients, suppliers and stakeholders • online information • telephone promotions.
<p><i>Outcomes</i> may include:</p>	<ul style="list-style-type: none"> • projections for: <ul style="list-style-type: none"> • potential client enquiries • detailed potential client follow-up • sales and service levels.
<p><i>Analysis</i> may include:</p>	<ul style="list-style-type: none"> • market definition, statistics and basic research • basic market segmentation • target audience profiles.
<p><i>Work activity plans</i> may include:</p>	<ul style="list-style-type: none"> • activity monitoring and evaluation plans • detailed implementation plans covering the how, what and when of activities • financial plans • human resource plans • plans for other required resources • time plans.
<p><i>Relevant enterprise</i></p>	<ul style="list-style-type: none"> • coordinators

RANGE STATEMENT	
<i>personnel</i> may include:	<ul style="list-style-type: none"> • owners • managers • section leaders • supervisors • team leaders.
<i>Resources</i> may include:	<ul style="list-style-type: none"> • finance • human resources • resource contributions from suppliers and partners.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • administrators • copywriters • desktop publishers • external consultants • graphic artists and designers • marketing specialists • printers and sign-writers.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Business development - marketing
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Co-requisite units

Co-requisite units		

MTMPS203B Operate scales and semi-automatic labelling machinery

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to operate carton scales and electronic label-generating and record-keeping equipment, and, where appropriate, recover data and produce reports where this forms part of work instructions.
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Application of the Unit

Application of the unit	This unit is applicable to workers using carton scales and labelling machinery in boning rooms, offal rooms, pet meat packing rooms, smallgoods and food service operations.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select meat product	<p>1.1. Meat products are identified for weighing and labelling according to <i>workplace requirements</i>.</p> <p>1.2. Carton is placed on scales in accordance with manufacturer's specifications and workplace requirements.</p>
2. Enter product data	<p>2.1. Codes for specific cuts are entered into the system.</p> <p>2.2. Data is recovered in report form where this is part of work instructions.</p>
3. Weigh carton	<p>3.1. Carton is weighed and details are recorded according to workplace requirements.</p> <p>3.2. Equipment operation is monitored to ensure correct information is recorded on <i>label</i>.</p>
4. Label carton	<p>4.1. Label is removed from labelling equipment and placed on carton according to workplace and regulatory requirements.</p> <p>4.2. Carton is labelled clearly for loadout.</p> <p>4.3. <i>Labelling</i> of cartons is monitored for accuracy in correlation with products.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- perform pre-start checks and routine maintenance as specified in work instructions
- monitor operation of equipment
- weigh and label meat product cartons in accordance with workplace and *regulatory requirements*
- check carton contents against labelling
- apply relevant *communication* and *mathematical skills*
- work effectively as an individual and as a team member
- take action to improve work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

Knowledge of:

- Occupational Health and Safety (*OH&S*) *requirements* related to labelling
- regulatory requirements with regard to labelling
- consequences of incorrect labelling
- monitoring of consumables
- purpose of labelling information

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated under normal rate of production.

Context of, and specific resources for assessment

Assessment must be conducted in a registered meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Workplace requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<p><i>Label</i> information may include:</p>	<ul style="list-style-type: none"> • Australian inspection stamp • 'bone in' or 'boneless' statement • category cipher, category in full, cut description in full • country of origin • customer requirements • date of production • duration of ageing workplace in-house bar code • enterprise-specific requirements • generic identification (species) • meat quality statement • number of pieces • temperature requirements for chiller

RANGE STATEMENT	
	<ul style="list-style-type: none"> • trade description • type of packaging • weight.
Labelling may include:	<ul style="list-style-type: none"> • automatic or handwritten ticket • government stamp (regulation) • roller brand.
Regulatory requirements may include:	<ul style="list-style-type: none"> • Export Control Act • hygiene and sanitation requirements • relevant regulations and Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Communication skills may include:	<ul style="list-style-type: none"> • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related documentation • sharing information.
Mathematical skills may include:	<ul style="list-style-type: none"> • accurate recording of time, volume, weight and quantity in standard formats or proformas • calculators and computer software packages • operations involving comparisons and variations • reading and interpreting analogue and digital measures including clocks and scales.
OH&S requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers

RANGE STATEMENT	
	<ul style="list-style-type: none"> • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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MTMP2197B Clean after operations - boning room

Modification History

Not Applicable

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit covers the skills and knowledge required to clean and sanitise a boning room. It deals with the skills and knowledge required to operate, strip down and clean all the mechanical aids in the boning room (e.g. packing machinery, conveyors, elevators, scales, recording and labelling machines). It also involves the operation of high pressure cleaning equipment and the use of approved cleaning chemicals in the plant.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit is applicable to workers cleaning boning rooms after production has finished. The boning rooms may be attached to abattoirs or in smallgoods plants or part of food services, game processing or wholesaling operations.</p>
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

<p>Prerequisite units</p>		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Clean boning room	1.1. Boning room is cleaned in accordance with cleaning schedule and work instructions. 1.2. Cleaning procedures are undertaken to minimise condensation. 1.3. Cleaning chemicals are used in accordance with manufacturer's specifications and Occupational Health and Safety (<i>OH&S</i>) requirements . 1.4. Major areas of contamination are identified. 1.5. Cleaning procedures meet pre-operational hygiene requirements. 1.6. Surfaces are left free of excess moisture.
2. Clean boning room machinery	2.1. Machinery is isolated in accordance with workplace requirements . 2.2. Boning room packing machinery is cleaned in accordance with workplace requirements and manufacturer specifications. 2.3. Conveyers and elevators are isolated and cleaned. 2.4. Electronic scales, recording and labelling machines are cleaned in accordance with workplace requirements and manufacturer's specifications.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- clean boning room in accordance with workplace requirements
- clean boning room machinery in accordance with workplace requirements
- work effectively as an individual and as part of a team
- observe OH&S requirements for cleaning the boning room
- identify and apply relevant **regulatory requirements**
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant **communication skills**

REQUIRED SKILLS AND KNOWLEDGE

- monitor program for boning room hygiene and sanitation including surface swabbing and pre-operational checks

Required knowledge

Knowledge of:

- importance of drying, and of avoiding condensation in boning rooms
- cleaning schedule for the boning room
- major sources and locations of contamination in the boning room
- specific cleaning programs and OH&S requirements for boning room machinery and conveyor systems

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.

These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.

Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.

All assessment must be conducted against Australian meat industry standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Competency must be demonstrated during normal cleaning operations.

Context of and specific resources for assessment

Assessment must be conducted in a registered operating meat processing plant.

Method of assessment

Recommended methods of assessment include:

- assignments
- debriefs
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee or third-party report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to

EVIDENCE GUIDE	
	Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>OH&S requirements</i> may include:</p>	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice • tenderisers.

RANGE STATEMENT	
Types of <i>machinery</i> may include:	<ul style="list-style-type: none"> • mincers • sausage makers
<i>Workplace requirements</i> may include:	<ul style="list-style-type: none"> • enterprise-specific requirements • OH&S requirements • Quality Assurance (QA) requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions.
<i>Conveyers</i> include:	<ul style="list-style-type: none"> • roller and/or • conveyor systems.
<i>Regulatory requirements</i> may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • hygiene and sanitation requirements • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption'.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	

Co-requisite units		

Competency field

Competency field	
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SIRXSL001A Sell products and services

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to sell products and services in a retail environment. It involves the use of sales techniques and encompasses the key selling skills from approaching the customer to closing the sale. It requires a basic level of product knowledge.

Application of the Unit

Application of the unit

This competency applies to frontline sales personnel. It requires the recognition and demonstration of verbal and non-verbal communication skills to determine customer requirements, sell the benefits of products and services, overcome objections and close sales. Personal evaluation is utilised to maximise sales in accordance with industry codes of practice, relevant legislation and store policy.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Apply product knowledge.	<p>1.1 Demonstrate knowledge of the use and application of relevant products and services according to <i>store policy</i> and <i>legislative requirements</i>.</p> <p>1.2 Develop <i>product knowledge</i> by accessing <i>relevant sources of information</i>.</p>
2 Approach customer.	<p>2.1 Determine and apply timing of <i>customer</i> approach.</p> <p>2.2 Identify and apply effective <i>sales</i> approach.</p> <p>2.3 Convey a positive impression to arouse customer interest.</p> <p>2.4 Demonstrate knowledge of customer buying behaviour.</p>

ELEMENT	PERFORMANCE CRITERIA
3 Gather information.	<ul style="list-style-type: none">3.1 Apply questioning techniques to determine customer buying motives.3.2 Use listening skills to determine customer requirements.3.3 Interpret and clarify non-verbal communication cues.3.4 Identify customers by name where possible.3.5 Direct customer to specific merchandise.
4 Sell benefits.	<ul style="list-style-type: none">4.1 Match customer needs to appropriate products and services.4.2 Communicate knowledge of products features and benefits clearly to customers.4.3 Describe product use and safety requirements to customers.4.4 Refer customers to appropriate product specialist as required.4.5 Answer <i>routine customer questions</i> about merchandise accurately and honestly or refer to senior sales staff.
5 Overcome objections.	<ul style="list-style-type: none">5.1 Identify and accept customer objections.5.2 Categorise objections into price, time and merchandise characteristics.5.3 Offer solutions according to store policy.5.4 Apply <i>problem solving</i> to overcome customer objections.
6 Close sale.	<ul style="list-style-type: none">6.1 Monitor, identify and respond appropriately to customer buying signals.6.2 Encourage customer to make purchase decisions.6.3 Select and apply appropriate method of closing sale.

ELEMENT

PERFORMANCE CRITERIA

7 Maximise sales opportunities.

7.1 Recognise and apply opportunities for making additional sales.

7.2 Advise customer of complementary products or services according to customer's identified need.

7.3 Review personal sales outcomes to maximise future sales.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- selling techniques, including:
 - opening techniques
 - recognising buying signals
 - strategies to focus customer on specific merchandise
 - add-ons and complementary sales
 - overcoming customer objections
 - closing techniques
- verbal and non-verbal communication skills
- handling difficult customers
- negotiation skills
- sales performance appreciation
- questioning, listening and observation
- literacy skills in regard to:
 - reading and understanding product information
 - reading and understanding store policies and procedures
 - recording information
- numeracy skills in regard to:
 - handling payment for goods
 - weighing and measuring goods.

The following knowledge must be assessed as part of this unit:

- store policies and procedures, in regard to:
 - selling products and services
 - allocated duties and responsibilities
- store merchandise and service range
- specific product knowledge for area or section
- relevant legislation and statutory requirements
- relevant industry codes of practice
- customer types and needs, including:
 - customer buying motives
 - customer behaviour and cues

REQUIRED SKILLS AND KNOWLEDGE

- individual and cultural differences
- demographics, lifestyle and income
- types of customer needs, e.g. functional, psychological.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- applies product knowledge and uses appropriate sales approach to sell the benefits of products and services, overcome objections and close sales
- uses questioning, listening and observation skills to determine customer requirements
- consistently applies store policies and procedures in regard to selling products and services
- maximises sales opportunities according to store policies and procedures
- consistently applies industry codes of practice, relevant legislation and statutory requirements in regard to selling products and services
- evaluates personal sales performance to maximise future sales.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail work environment
- relevant documentation, such as policy and procedures manuals
- a range of customers with different requirements
- a range of merchandise and products appropriate to the retail workplace
- product labels and sources of product information.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of the candidate in the workplace
- third-party reports from a supervisor
- customer feedback
- answers to questions about specific skills and knowledge
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Store policy and procedures in regard to:

- interaction with customers
- selling products and services.

Legislative requirements may include:

- Trade Practices and Fair Trading Acts
- tobacco laws
- liquor laws
- lottery legislation
- industry codes of practice
- OHS
- sale of second-hand goods
- sale of X and R rated products
- trading hours
- transport, storage and handling of goods.

Product knowledge may include:

- warranties
- features and benefits
- use-by dates
- handling and storage requirements
- stock availability
- safety features
- price.

RANGE STATEMENT

Relevant sources of information may include:

- internet
- staff members
- store or supplier product manuals
- product profiles
- videos
- demonstrations
- labels
- store tours.

Customers may include:

- new or repeat contacts
- external and internal contacts
- customers with routine or special requests
- people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities.

Sales transactions may be completed:

- face to face
- over the telephone
- online.

Routine customer questions may relate to:

- price and price reductions
- quality
- availability
- features and benefits.

Problem solving may be affected by:

- store policies and procedures
- resource implications.

Unit Sector(s)

Sector Cross-Sector

Competency field

Competency field Sales

SIRXMER002A Coordinate merchandise presentation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to supervise sales and other staff implementing and maintaining displays according to store merchandising standards.

Application of the Unit

Application of the unit This unit requires the team member to apply knowledge of store merchandising and pricing policy and standards staff to support and coordinate relevant frontline staff members and ensure that they arrange, present and label or price merchandise according to store requirements. It also involves informing staff of store merchandise presentation requirements for sales, promotions and special events, and providing feedback to management in regard to improvement of store marketing and promotional activities.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Coordinate merchandise presentation and display.	<p>1.1 Identify items to be advertised or promoted according to store merchandising policy.</p> <p>1.2 Plan, coordinate and evaluate promotions or special events as directed by management.</p> <p>1.3 Plan and supervise construction and maintenance of <i>displays</i> in order to achieve balance and visual impact.</p> <p>1.4 Inform <i>staff</i> of store <i>display standards and requirements</i>.</p> <p>1.5 Inform staff of occurrence and timing of <i>promotions and special events</i>.</p> <p>1.6 Ensure product or service <i>display information</i> accurately depicts product or service being promoted.</p>

ELEMENT

PERFORMANCE CRITERIA

- | | |
|------|---|
| 1.7 | Ensure displays are completed according to required time schedule, with minimum disruption to <i>customer</i> service and traffic flow. |
| 1.8 | Construct and maintain displays in a safe, secure manner. |
| 1.9 | Regularly monitor replenishment of merchandise and rotation of stock on store displays and take action as required. |
| 1.10 | Inform staff of appropriate timing for dismantling and disposal of displays. |
| 1.11 | Evaluate merchandise presentation against sales turnover and store presentation standards. |
| 1.12 | Provide management with feedback in regard to improvement of store marketing and promotional activities. |
| 2 | Implement merchandise pricing. |
| 2.1 | Implement store policy and procedures in regard to pricing and ticketing. |
| 2.2 | Identify current prices for products and services and amend according to store policy. |
| 2.3 | Inform team members of price changes and current pricing policies. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- use and maintenance of electronic labelling and ticketing equipment
- interpersonal communication skills to:
 - provide information to staff
 - provide feedback to management through clear and direct communication
 - share information
 - give instructions
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- literacy and numeracy skills in relation to:
 - machine or manual preparation of labels and tickets
 - reading and interpreting store policies and procedures
 - merchandise presentation and pricing.

The following knowledge must be assessed as part of this unit:

- store policies and procedures, in regard to:
 - merchandising, pricing and ticketing
 - merchandise range
 - storage of stock
 - stock rotation and replenishment
 - minimum stock levels required
- procedure for accessing information and implementing price changes
- principles of display and design
- location of display areas
- availability and use of materials
- store promotional themes
- occurrence and timing of store promotions, including advertising, catalogues and special offers
- load-bearing capacity of fixtures and display areas
- correct storage procedures for labelling and ticketing equipment and materials
- relevant OHS legislation and codes of practice
- relevant legislation and statutory requirements, including Trade Practices and Fair Trading Acts

REQUIRED SKILLS AND KNOWLEDGE

- pricing procedures, including GST requirements
- relevant industry codes of practice
- principles and techniques of interpersonal communication skills
- manufacturer specifications for the use of electronic labelling and ticketing equipment.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- implements store policies and procedures in regard to displaying, merchandising, ticketing and pricing of stock
- coordinates and monitors display, promotion and presentation of merchandise according to store policies and procedures and legislative requirements
- identifies products to be advertised or promoted according to store merchandising policies
- coordinates construction and maintenance of displays within time schedule set in regard to advertising, catalogues, special offers and in-store promotions in a safe and secure manner
- informs staff of pricing policies, promotions, special events, display standards and requirements and timing for dismantling and disposal of displays
- evaluates and reports sales and presentation effectiveness of store merchandising and promotional activities to management and staff as required by store policies and procedures.

EVIDENCE GUIDE

Context of and specific resources for assessment

Assessment must ensure access to:

- a retail environment
- pricing and ticketing equipment
- merchandise for display
- display materials and props
- relevant documentation, such as:
 - store policy and procedures manuals on merchandising
 - OHS requirements
 - manufacturer instructions and operation manuals on electronic ticketing equipment
 - legislation and statutory requirements
 - industry codes of practice
 - a work team.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- third-party reports from a supervisor
- customer feedback
- answers to questions about specific skills and knowledge.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

Displays may be located in a variety of areas, including:

- windows
- shelves
- walls
- fixtures on floor
- permanent or temporary
- interior or exterior
- publicly accessible areas.

Staff may be:

- full-time, part-time, casual or contract
- from within or outside own work team
- from a range of social, cultural and ethnic backgrounds.

Display standards and requirements may include :

- setting up new displays
- maintaining existing displays
- ticketing and display signage
- safety.

Promotions and special events may include:

- stock characteristics
- industry codes of practice.

Display information may include:

- product brand
- product characteristics, such as:
 - size
 - weight capacity
 - materials
- special guarantees
- price
- discount information.

RANGE STATEMENT

Customers may include:

- new or repeat contacts
- external and internal contacts
- people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field

Merchandising

BSBFLM312C Contribute to team effectiveness

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This specifies the outcomes required to by frontline managers to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Frontline managers have a key role in developing efficient and effective work teams within the context of the organisation. They play a prominent part in motivating, mentoring, coaching and developing team cohesion by providing leadership for the team and forming the bridge between the management of the organisation and the team members.</p> <p>At this level, work will normally be carried out within known routines, methods and procedures, and may also involve a number of complex or non routine activities that require some discretion and judgement.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to team outcomes	1.1. Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2. Support team members to meet expected outcomes
2. Support team cohesion	2.1. Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2. Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3. Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4. Identify and address issues, concerns and problems identified by team members to relevant persons as required
3. Participate in work team	3.1. Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2. Support the team to identify and resolve problems which impede its performance 3.3. Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers
4. Communicate with management	4.1. Maintain open communication with line manager/management at all times 4.2. Communicate information from line manager/management to the team 4.3. Communicate unresolved issues to line manager/management and follow-up to ensure action is taken in response to these matters

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills

- ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities
- communication skills, including listening
- basic training skills, including mentoring and coaching
- planning and organising skills
- problem solving skills
- attributes:
 - empathic
 - communicative
 - self aware
 - supportive
 - trusting
 - open
 - flexible
 - accommodating
 - initiating
 - loyal
 - fair
 - adaptable

Required knowledge

Required knowledge

- relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- organisational policies and procedures
- organisational goals, objectives and plans at both tactical and strategic levels
- organisational structure including organisational chart
- learning and development options available within and through organisation
- a general understanding of the principles and techniques of:
 - group dynamics and processes
 - motivation
 - planning

REQUIRED SKILLS AND KNOWLEDGE

- | |
|---|
| <ul style="list-style-type: none">• negotiation• individual behaviour and difference |
|---|

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • demonstrate leadership in contributing to team plans • lead and facilitate teamwork • actively communicate with management • manage communication within the team • induct new team members • implement performance management system • handle problems
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • that this unit can be assessed in the workplace or in a closely simulated work environment • access by the learner and trainer to appropriate documentation and resources normally used in the workplace • where assessment is part of a learning experience, evidence will need to be collected over a period of time, involving both formative and summative assessment • that examples of actions taken by candidate to contribute to team effectiveness are provided
Method of assessment	<p>A range of assessment methods should be used to assess skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • Direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • Records produced from working in a team, such as: <ul style="list-style-type: none"> • reports • minutes or records of meetings • work journals or diaries • learning and development plans developed with team members • records of actions taken to address issues raised

EVIDENCE GUIDE	
	by team members
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p>Legislation, codes and national standards relevant to the workplace may include:</p>	<ul style="list-style-type: none"> • award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety (OHS) and environmental issues, equal opportunity, industrial relations and anti-discrimination • relevant industry codes of practice
<p>OHS considerations may include:</p>	<ul style="list-style-type: none"> • provision of information about OHS legislative requirements, guidelines and the organisation's OHS policies, procedures and programs • training of all employees in health and safety procedures • participation in the regular update of OHS systems and procedures • changes to work practices, procedures and the working environment which impact on OHS
<p><i>Team purpose, roles, responsibilities, goals, plans and objectives</i> may include:</p>	<ul style="list-style-type: none"> • goals for individuals and the work team • expected outcomes and outputs • individual and team performance plans and Key Performance Indicators (KPIs) • action plans, business plans and operational plans linked to strategic plans • OHS responsibilities
<p><i>Feedback</i> may refer to:</p>	<ul style="list-style-type: none"> • communication of ideas and thoughts which focus on specific tasks, outcomes, decisions, issues or behaviours • formal/informal gatherings between team members where there is discussion on work-related matters
<p><i>Relevant persons</i> may include:</p>	<ul style="list-style-type: none"> • frontline manager's direct superior or other management representatives

RANGE STATEMENT	
	<ul style="list-style-type: none"> • colleagues • designated personnel e.g. safety officer
Responsibility for their actions may involve:	<ul style="list-style-type: none"> • individuals and teams • individual and joint actions
Communication may include:	<ul style="list-style-type: none"> • verbal, written or electronic communication • face-to-face • formal/informal interaction
Line manager/management may refer to:	<ul style="list-style-type: none"> • frontline manager's direct superior or other management representatives
Unresolved issues may include:	<ul style="list-style-type: none"> • issues, concerns and tensions • problems related to work roles and responsibilities • grievances and complaints • any matters affecting workplace relationships and team cohesion

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Frontline Management services
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Co-requisite units

Co-requisite units	

SIRXFIN001A Balance point-of-sale terminal

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to balance a register or terminal in a retail environment. It involves clearing the register, counting money, calculating non-cash transactions and reconciling takings.

Application of the Unit

Application of the unit

This unit is undertaken with some supervision. It requires the team member to apply store policy and procedures to accurately and efficiently balance a register or terminal, maintain a cash float, reconcile cash and non-cash transactions and record takings.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Remove takings from register or terminal.	<p>1.1 Perform <i>register or terminal</i> balance at designated times according to <i>store policy and procedures</i>.</p> <p>1.2 Separate cash float from takings prior to balancing procedure and secure according to store policy.</p> <p>1.3 Supply change to register or terminal according to store policy.</p> <p>1.4 Acquire and accurately interpret register or terminal reading or print-out.</p> <p>1.5 Remove and transport cash and <i>non-cash documents</i> according to store security policy and procedures.</p>
2 Reconcile takings.	<p>2.1 Count cash accurately.</p> <p>2.2 Calculate non-cash documents accurately.</p> <p>2.3 Determine balance between register or terminal reading and sum of cash and non-cash transactions.</p>

ELEMENT

PERFORMANCE CRITERIA

- 2.4 Report discrepancies between register or terminal reading and sum of cash and non-cash transactions to *relevant personnel* according to store policy.
- 2.5 Record store and individual department takings and file *records* according to store policy.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- operating register or terminal
- completing tasks in a set timeframe
- literacy skills in regard to:
 - interpreting documentation
 - completing documentation
- numeracy skills in regard to:
 - counting cash
 - calculating non-cash transactions
 - reporting on takings.

The following knowledge must be assessed as part of this unit:

- store policy and procedures in regard to:
 - register or terminal balance
 - cash and non-cash transactions security
 - cash float
 - operation of equipment used at register or terminal
- cash and non-cash handling procedures, including:
 - opening and closing point-of-sale terminal
 - clearance of terminal and transference of tender
 - maintenance of cash float
 - counting cash
 - calculating non-cash documents
 - balancing point-of-sale terminal
 - recording takings
 - security of cash and non-cash transactions
 - change required and denominations of change
 - EFTPOS
 - credit cards
 - gift vouchers
 - lay-by
 - credit and returns.

REQUIRED SKILLS AND KNOWLEDGE

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- operates register or terminal equipment according to manufacturer instructions and store policy
- consistently applies store policy and procedures in regard to handling cash and removing takings from register or terminal
- consistently applies store policy and procedures in regard to cash float
- consistently applies store policy and procedures in regard to reading registers and recording information
- processes documentation and records responsibly and according to store policy and procedures
- reconciles takings according to store policy and procedures.

Context of and specific resources for assessment

Assessment must ensure access to:

- a real or simulated work environment
- relevant documentation, such as:
 - financial transaction docketts, slips and invoices
 - sample debit card and credit card vouchers
 - recording and tally sheets
 - store policy and procedure manuals in regard to register or terminal balance
- register or terminal and related equipment.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- a role play
- third-party reports from a supervisor
- written or verbal questioning to assess knowledge and understanding
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIRXCCS001A Apply point-of-sale handling procedures
- SIRXRSK001A Minimise theft.

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the performance criteria is detailed below.

RANGE STATEMENT

Register or terminals may be:

- manual
- electronic
- cleared by operator or specialist staff
- cleared at intervals during or at close of trading.

Store policy and procedures in regard to:

- register or terminal balance
- cash handling
- security.

Non-cash documents may relate to:

- credit cards
- cheques
- gift vouchers
- hire-purchase
- lay-by
- cash on delivery (COD)
- customer refunds
- customer credit ratings.

Relevant personnel may include:

- manager
- supervisor
- team leader.

Records may be:

- manual
- electronic.

Unit Sector(s)

Sector

Cross-Sector

Competency field

Competency field Finance

TLID3020A Care for livestock in transit

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to prepare and care for livestock in transit, including making preparations to transport livestock, caring for and controlling livestock in transit, and using appropriate animal husbandry techniques, as required. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant regulations and industry codes of practice for the care of livestock in transit.

Work is performed under limited or minimum supervision generally within a team environment. It involves the application of the basic principles and routine procedures to the care of livestock during transit.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to transport livestock	1.1 Condition, quality and quantity of livestock to be transported is checked prior to transport operation in accordance with client requirements and workplace policy 1.2 Any poor quality livestock is identified and reported to specified personnel in accordance with workplace policy 1.3 Feed provisions and other requirements for livestock prior to and during transit are identified and organised 1.4 Portable stockyards are assembled as required
2 Care for and control livestock in transit	2.1 Condition of livestock is regularly monitored during loading, transit and unloading and appropriate action is taken in terms of relevant government regulations, workplace policy, and humane and permit requirements 2.2 Working dogs and appropriate handling equipment are used to aid the handling of livestock during loading and unloading operations in accordance with regulations and workplace procedures 2.3 Required action is taken for the care and well-being of animals in the event of an accident during transit 2.4 Distressed stock is handled in an appropriate manner in accordance with government regulations and workplace policies
3 Use animal husbandry techniques	3.1 Symptoms of animal diseases and parasites are identified and appropriate action is taken to control them in terms of relevant government regulations, workplace policy, and humane and permit requirements 3.2 Prescribed medication is administered to livestock in accordance with veterinary directions and workplace policy

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant regulations concerning the care for livestock in transit
- OH&S procedures and guidelines concerning the lifting and movement of loads
- Risks when caring for livestock during transit and related precautions to control the risk
- Workplace procedures and policies for the caring for livestock during transit

REQUIRED KNOWLEDGE AND SKILLS

- Specialised livestock handling equipment and procedures for its use
- Insurance rights and responsibilities
- Housekeeping standards and procedures when caring for livestock during transit
- Methods of securing livestock during transit

Required skills:

- Communicate effectively with others when caring for livestock in transit
- Read and interpret instructions, procedures and information relevant to the care of livestock in transit
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the care of livestock in transit
- Work collaboratively with others when caring for livestock in transit
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when caring for livestock in transit in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events during the care of livestock in transit
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to animals or equipment
- Operate and adapt to differences in equipment in accordance with standard operating procedures
- Identify and correctly use equipment required to care for livestock during transit
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment

EVIDENCE GUIDE

guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

RANGE STATEMENT

Livestock being cared for in transit may include any livestock able to be transported, such as:

- sheep
- cattle
- horses
- goats
- pigs
- chickens

Customers may be:

- internal or external

Operations may be conducted:

- in a range of work environments and weather conditions
- by day or night

Work may be conducted in:

- restricted spaces
- exposed conditions
- controlled or open environments
- a workplace, warehouse or depot
- in a vehicle on the road
- at a client's workplace

Handling operations may be carried out both manually and with the aid of working dogs and livestock handling equipment, including:

- cattle prods
- restraining devices
- portable cattle yards

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Personal protective equipment may include:

- gloves
- safety headwear
- safety footwear

Information/documents may include:

- industry codes and government regulations for the care of livestock during transit
- workplace documentation
- client instructions
- workplace procedures and policies for the care of livestock during transit
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- award, enterprise bargaining agreement, other industrial arrangements
- guidelines on livestock husbandry relevant to the care of livestock during transit

RANGE STATEMENT

Applicable regulations and legislation may include:

- standards and certification requirements
- quality assurance procedures
- emergency procedures
- state/territory mass and loading regulations
- Australian and state/territory regulations relevant to the care of livestock during transit
- relevant state/territory environmental protection legislation
- relevant state/territory OH&S legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field D - Load Handling

MTMR203B Select, weigh and package meat for sale

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to select, weigh and package meat for sale.
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Application of the Unit

Application of the unit	This unit is applicable to boning rooms and meat retailing establishments.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Select requested products	1.1. Meat product requested is recognised. 1.2. Meat product is selected according to <i>workplace</i> and <i>customer requirements</i> .
2. Weigh selected products	2.1. Products are weighed according to <i>regulatory</i> , workplace and customer requirements. 2.2. Products are costed accurately. 2.3. Sale price is confirmed with customer. 2.4. Meat orders are prepared according to customer's recorded requirements. 2.5. Special, standing or repeat orders are prepared according to customer specifications.
3. Wrap and pack sales items	3.1. Items are neatly and safely wrapped or packed according to hygiene, workplace and customer requirements. 3.2. Wrapping <i>equipment</i> is used according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: <ul style="list-style-type: none"> • identify meat products • identify the most appropriate packaging for products • prepare meat order to customer requirements • identify sub-standard products and take required action • weigh items correctly following regulatory requirements • over wrap meat items according to weather conditions and customer requirements • use wrapping materials appropriately • price items accurately according to displayed price • use, read and interpret scales, calculators, cash registers • <i>explain</i> regulatory requirements related to weighing products • work with team members

REQUIRED SKILLS AND KNOWLEDGE

- apply relevant *Occupational Health and Safety (OH&S)* and regulatory requirements
- record *mathematical* information accurately
- report equipment faults, either verbally or in writing according to workplace requirements
- seek advice from colleagues when working with new products or equipment
- use relevant *communication skills*

Required knowledge

Knowledge of:

- regulatory requirements related to weighing products
- effect of poor wrapping techniques on meat quality
- relevant OH&S and regulatory requirements

Evidence Guide

EVIDENCE GUIDE	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated over time and under typical operating conditions for the enterprise.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace under normal operating conditions or in a simulated environment.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • verified work log or diary • workplace project • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Workplace requirements may include:

- enterprise-specific procedures and ethical standards
- Standard Operating Procedures (SOPs)
- work instructions.

Customer requirements may include:

- individually wrapped products
- packaging for freezer storage
- secure bags
- trays and over wrap plastic film.

Regulatory requirements may include:

- Export Control Act
- Federal, state and territory regulations regarding meat processing and food safety
- hygiene and sanitation requirements
- relevant Australian Standards
- relevant regulations.

Equipment used in wrapping and over wrapping may include:

- brown paper bags
- butcher paper
- plastic bags
- plastic wrap
- polystyrene trays
- wrapping machinery.

Explanations may:

- be completed with the assistance of others
- be directly related to own work and work area problem-solving
- be in everyday workplace language and

RANGE STATEMENT	
	<p>include mathematical language and commonly used technical terms</p> <ul style="list-style-type: none"> • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.
<i>OH&S</i> requirements may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Mathematical skills</i> may include:	<ul style="list-style-type: none"> • use of calculators and computer software packages • accurate recording of temperature, time, volume, weight and quantity in standard formats or proformas • interpreting and drawing conclusions from routine charts, bar graphs and pie charts • operations involving percentages, comparisons and variations • reading and interpreting analogue and digital measures including clocks, scales, pressure gauges, thermometers, cash registers • routine estimations and calculations using a range of specified formulas and procedures.
<i>Communication skills</i> may	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting workplace

RANGE STATEMENT	
include:	documentation <ul style="list-style-type: none"> • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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