



Australian Government

MTM20311 Certificate II in Meat Processing (Meat Retailing)

Release: 4

MTM20311 Certificate II in Meat Processing (Meat Retailing)

Modification History

Release	TP Version	Comments
4	MTM11v4	Added elective unit <i>MTMSR215A Package meat and smallgoods for retail sale</i>
3	MTM11v3.1	Name change to elective unit: <i>MTMCOR203A Apply Quality Assurance practices</i> is now <i>MTMCOR203B Comply with Quality Assurance and HACCP requirements</i>
2	MTM11v3	Updated equivalent imported Units: <i>PRMCL38A Clean a food handling area</i> to <i>CPPCLO3038A Clean food-handling areas</i> <i>SIRXFIN001A Balance point-of-sale terminal</i> to <i>SIRXFIN201 Balance and secure point-of-sale terminal</i> <i>HLTFA301B Apply first aid</i> to <i>HLTFA301C</i>
1	MTM11v1	Initial release

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.
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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
- MTM30813 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).
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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 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	HLTFA301C	Apply first aid
MTMR104C	Prepare minced meat and minced meat products	CPPCLO3038A	Clean food-handling areas
MTMR106C	Provide service to customers		
Group B			
MTMCOR203B	Comply with Quality Assurance and HACCP requirements	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	MTMSR215A	Package meat and

retail operation		smallgoods for retail sale	
MTMR209B	Undertake routine preventative maintenance	BSBITU101A	Operate a personal computer
MTMR210B	Make and sell sausages	SIRXFIN201	Balance and secure point-of-sale terminal

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	MTMPR201C Prepare and operate a bandsaw
MTMR202C Provide advice on cooking and storage of meat products	MTMR106C Provide service to customers
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