



Australian Government

Department of Education, Employment and Workplace Relations

MTMCOR404A Facilitate hygiene and sanitation performance

Release: 1

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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