



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MTMPS204C Maintain production records**

**Release: 1**

## MTMPS204C Maintain production records

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	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

<b>Application of the unit</b>	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

<b>Prerequisite units</b>	Nil	

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range 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>	<p>1.1. <i>Workplace</i> and <i>regulatory requirements</i> for <i>record-keeping</i> are identified.</p> <p>1.2. Production recording equipment or materials are prepared in accordance with work instructions.</p> <p>1.3. Records are updated on an electronic or manual system in accordance with work instructions.</p> <p>1.4. Shortcomings of the recording system are corrected if applicable.</p>
2. Generate reports	<p>2.1. Data summaries and reports are prepared in accordance with workplace requirements</p> <p>2.2. Major reports are generated detailing inventory, production or staffing data.</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 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.
<b>Guidance information for assessment</b>	A current list of resources for this Unit of Competency is available from MINTRAC <a href="http://www.mintrac.com.au">www.mintrac.com.au</a> 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.

***Production records*** may include:

- 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.

<b>RANGE STATEMENT</b>	
<b><i>Workplace</i></b> requirements may include:	<ul style="list-style-type: none"> <li>• enterprise-specific requirements</li> <li>• hygiene and sanitation requirements</li> <li>• OH&amp;S requirements</li> <li>• QA requirements</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• the ability to perform the task to production requirements</li> <li>• work instructions.</li> </ul>
<b><i>Regulatory requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• domestic or importing country requirements</li> <li>• Export Control Act</li> <li>• hygiene and sanitation requirements</li> <li>• relevant regulations and Australian Standards</li> <li>• federal, state and territory regulations regarding meat processing.</li> </ul>
<b><i>Record-keeping</i></b> can be:	<ul style="list-style-type: none"> <li>• computer based, such as auto labelling systems or bar code scanners</li> <li>• manual, including the provision of summaries.</li> </ul>
<b><i>OH&amp;S requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise OH&amp;S policies, procedures and programs</li> <li>• OH&amp;S legal requirements</li> <li>• Personal Protective Equipment (PPE) which may include:</li> <li>• personal protective equipment (PPE): <ul style="list-style-type: none"> <li>• coats and aprons</li> <li>• ear plugs or muffs</li> <li>• eye and facial protection</li> <li>• head-wear</li> <li>• lifting assistance</li> <li>• mesh aprons</li> <li>• protective boot covers</li> <li>• protective hand and arm covering</li> <li>• protective head and hair covering</li> <li>• uniforms</li> <li>• waterproof clothing</li> <li>• work, safety or waterproof footwear</li> </ul> </li> <li>• requirements set out in standards and codes of practice.</li> </ul>
<b><i>Communication</i></b> skills may include:	<ul style="list-style-type: none"> <li>• communicating and working with diverse individuals and groups</li> </ul>



**RANGE STATEMENT**

	<ul style="list-style-type: none"><li>• listening and understanding</li><li>• interpreting the needs of internal and external customers</li><li>• reading and interpreting workplace documentation</li><li>• speaking clearly and directly</li><li>• sharing information.</li></ul>
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**Unit Sector(s)**

<b>Unit sector</b>	
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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