



Australian Government

Department of Education, Employment and Workplace Relations

MTMS102C Pack smallgoods product

Release: 1

MTMS102C Pack smallgoods product

Modification History

Not applicable.

Unit Descriptor

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| 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

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| 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

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| Prerequisite units | Nil | |
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Employability Skills Information

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| 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 | |
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| | <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 | |
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| <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 | |
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| | <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 |

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| RANGE STATEMENT | |
| | and quantity. |

Unit Sector(s)

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| Unit sector | |
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Competency field

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| Competency field | |
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Co-requisite units

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| Co-requisite units | | |
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